



Re-Registration of a Medical Device

User Manual



Table of Contents

1. Registration	3
1.1 Register an Individual Account.....	4
1.2 Register a Company Account.....	5
2. Login	7
3. Re-Registration of Medical Device Service.....	8



1. Registration

You can create or a register a new account to use in the system using two different types: Individual and Company. You start from the **Login** page as shown below:

Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:


You can select an account type by simply clicking on any of them.



1.1 Register an Individual Account

To register an individual account, follow the steps below:




1. Click on , and following page appears:

Individual Registration

Person Identity

ID Card Number ID Expiry Date *

[Verify](#)

2. Enter your resident card number and expiry date.
3. Click , and the system will retrieve your information automatically as shown below:

Person Identity

ID Card Number ID Expiry Date *

[Verify](#)

Personal Information

Full Name (En) Date of Birth

Full Name (Ar) Gender

Nationality Age

Governorate Willayat

Village

Contact Details

E-mail address Send OTP

Mobile * Send OTP

Communication Preferences

Language * English Arabic

Method SMS Email

[Save](#)

4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.




6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click **Save**, and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

To register a company account, follow the steps below:



1. Click on , and the following page appears:

Company Registration

Corporate Commercial Register

CR Number *

Verify Q

2. Enter the CR number and then click the **Verify Q** button, and the system will retrieve your company's information as shown below:

Company Registration

Corporate Commercial Register

CR Number *

Verify Q

Corporate Information

Company Name (En) <input type="text" value=""/>	Company Name (Ar) <input type="text" value=""/>
CR Status <input type="text" value="Valid"/>	CR Expiry Date <input type="text" value="04/23/2024"/>

Person Identity

ID Card Number

ID Expiry Date *

Verify Q

3. Then you need to enter the person's information by entering the resident card number and expiry date, then click **Verify Q** and the system will retrieve the person's information automatically as shown below:



Person Identity

ID Card Number ID Expiry Date *

Verify

Personal Information

Full Name (En) Date of Birth

Full Name (Ar) Gender

Nationality Age

Governorate Willayat

Village

Contact Details

E-mail address OTP

Send OTP

Mobile * OTP *

Send OTP

Communication Preferences

Language * English Arabic

Method SMS Email

4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.
6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click , and a message appears indicating that the account has been successfully registered.



2. Login

You can login to the system with your account using two different methods: Mobile PKI and Card PKI. The **Login** page appears as shown below:

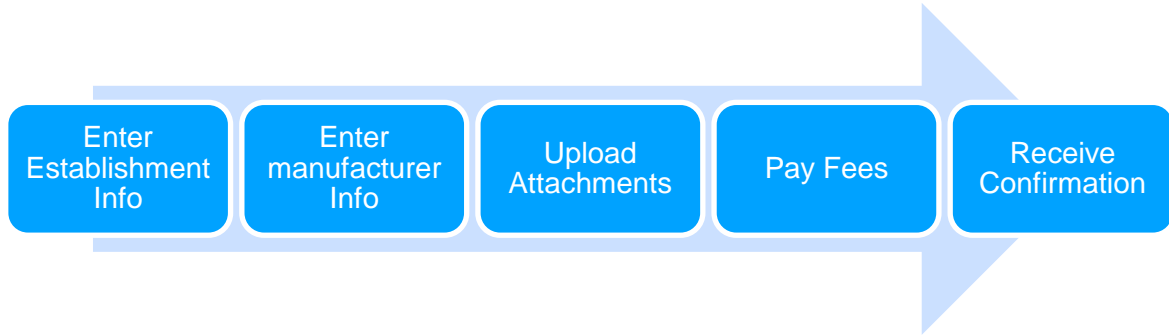
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes a mobile phone icon, a text box for 'Enter Mobile Number', and a 'Login' button. The right option is 'Card PKI', which includes a card reader icon and a 'Login' button. Both options have a 'Learn More' link above their respective 'Login' buttons.

- For **Mobile PKI**, you enter your mobile number then you click **Login** button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click **Login** on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer screen.




3. Re-Registration of Medical Device Service

Through this page you re-register a medical device. The process is as follows:




The Re-Registration of Medical Device Manufacturer Service page appears as shown below:

To apply for the service, follow the steps below:

1. Select the establishment from the dropdown list, and the details appear automatically.
2. Click  button, and you get a notification in green on top of the page if the establishment is valid and you can continue with the process. The notification appears as shown below:



3. Click  and the following page appears:



- Establishment Info
- Medical Device Info
- Attachments
- Fees
- Preview

Medical Device Details

Registration No. with MOH

[Verify](#)

Registration Status	<input type="text"/>	Medical Device Name	<input type="text"/>
Device Type	<input type="text"/>	Risk Classification	<input type="text"/>
Device Grouping	<input type="text"/>	Device Category	<input type="text"/>
Regulatory Jurisdiction	<input type="text"/>		

Manufacturer Details

Manufacturer Name	<input type="text"/>	Registration Status	<input type="text"/>
Country	<input type="text"/>	Tel No.	<input type="text"/>
Fax No.	<input type="text"/>	Email	<input type="text"/>
QMS Certificate Name	<input type="text"/>	QMS Certificate Expiry Date	<input type="text" value="yyyy-mm-dd"/> <input type="calendar"/>

[< Back](#) [Next >](#)

4. Enter Registration number with MOH.

5. Click [Verify](#) and you get a notification in green on top of the page if the device is valid and you can continue with the process. The notification appears as shown below:



And the details appear as shown below:

Registration Status	<input type="text" value="Expired"/>	Medical Device Name	<input type="text" value="test"/>
Device Type	<input type="text" value="MD"/>	Risk Classification	<input type="text" value="Class B"/>
Device Grouping	<input type="text" value="Family"/>	Device Category	<input type="text" value="Active Implantable device"/>
Regulatory Jurisdiction	<input type="text" value="USA"/>		

Manufacturer Details

Manufacturer	<input type="text" value="Test Legal name on fourteenth april"/>	Registration Status	<input type="text" value="Registered"/>
Country	<input type="text" value="Country"/>	Tel No.	<input type="text" value="Tel No."/>
Fax No.	<input type="text" value="Fax No."/>	Email	<input type="text" value="Email"/>
QMS Certificate Name	<input type="text" value="QMS 14TH April"/>	QMS Certificate Expiry Date	<input type="text" value="2024-05-09"/> <input type="calendar"/>

[< Back](#) [Next >](#)



6. Click **Next >** and the following page appears:

- Establishment Info
- Medical Device Info
- Attachments
- Fees
- Preview

Section 4 : Labelling

Required Attachment	Description	File Name	Action
Instruction for Use IFU	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		<input type="button" value="Upload file"/>
Label	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		<input type="button" value="Upload file"/>

Section 8: Clinical Evidence

Required Attachment	Description	File Name	Action
Clinical Evaluation Report	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		<input type="button" value="Upload file"/>
Shelf Life	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		<input type="button" value="Upload file"/>
Software Validation	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		<input type="button" value="Upload file"/>

Section 2: Manufacturer Information

Required Attachment	Description	File Name	Action
QMS Certificate Evidence	Allowed FileTypes (bmp,dcm,doc,docx,gif,jpg,pdf,png,xls,xlsx) & size must not exceed 2 MB		<input type="button" value="Upload file"/>

7. Upload the required attachment using the button.

8. Click **Next >** and the following page appears:

- Establishment Info
- Medical Device Info
- Attachments
- Fees
- Preview

Applicant Details

Name (En)	Establishment Owner	Name (Ar)	Name
Civil ID	EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner	Email	rabnawaz@almadinagroup.net

Establishment Details

Establishment Name *	Al Madina Development and Supply	Message	Elligable
CR Number *	94898410	CR Status	1197509
Phone Number	94898410	Email	
P.O Box	building No.106 ,way No. ,, PO.1181		

Medical Device Information

Registration No. With MOH	MD243387	Registration Status	Expired
---------------------------	----------	---------------------	---------



Fees ✎ ^

Validity Months Service Fees RO

Declaration ^

I hereby certify that all the Information filled in this form, all submitted documents are true and accurate and changes will not be made until they are approved by MOH, Oman.

← Back
ContinueToPayment >

9. Review all the details. Once done, add a tick to the checkbox to declare that the entered information is true and correct.

10. click Continue to Payment >, and the following message appears:

Confirmation ✕

Are you sure you want to Confirm and Proceed for Payment?

Confirm
Cancel

11. Click Confirm button, and the following page appears:

📄
Fill e-Form

💳
Pay Online

✓
Receive Confirmation

Payment Summary

Applicant Name	Establishment Owner
Application Reference Number	RRMD050388240770IX
Payment Reference Number	PORRMDI40000I7620I05240I
Application Fees	100.000 OMR
Total Fees :	100.000 OMR

← Back
Pay Now >

12. Click Pay Now >, you will be transferred to the payment page.

Once done, you will receive QR code as shown below:



Fill e-Form Pay Online Receive Confirmation

Payment Transaction Info

Application Number:	NRC100923001024	
Application Expiry Date:	10-10-2023	

Payment Id 600202325312161403	Order Reference Number PONRC0000309910092301	Transaction Date Time 10-09-2023 09:42 AM
Transaction Ref 325305024684	Payment Status Description Success - CAPTURED	Transaction Amount 30 OMR
Card Number 411111*****1111	Track ID 3802	

QR Code

Show this QR at a Private Medical Center

[Download QR as an Image](#)

[My Applications](#) [Nearest Medical Center](#)

You can view your applications using the [My Applications](#) button.



Sultanate of Oman سلطنة عُمان
وزارة الصحة
Ministry of Health

رقمنة الصحة والإبتكار لعناية راقية وصحة مستدامة
Digitalized Health and Innovation Quality Care and sustainable

www.moh.gov.om

   OmaniMOH  OmanHealth