



Re-Registration of a Health-Herbal Product

User Manual



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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:

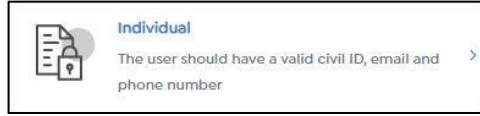
Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:


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](#)

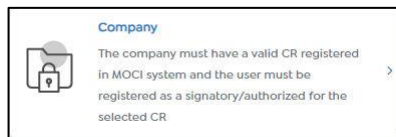
4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.




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	Valid	CR Expiry Date	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

Send OTP

Mobile *

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:

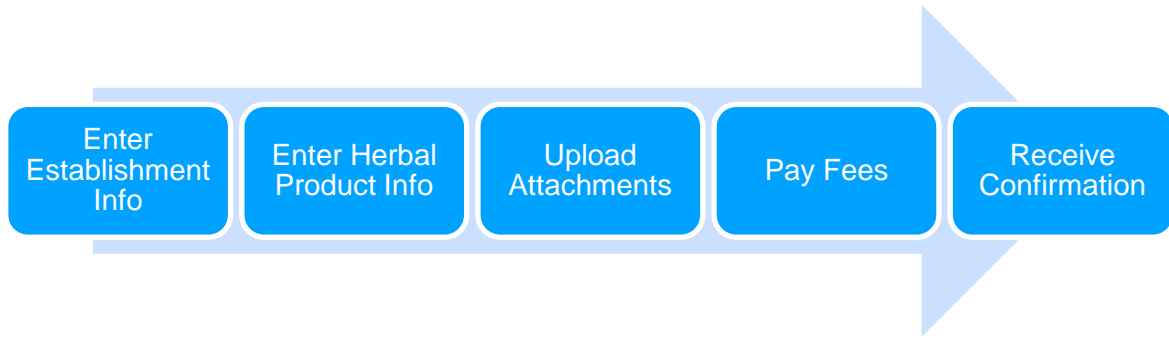
The screenshot shows two login options side-by-side. The left option is 'Login with Mobile PKI', which includes an icon of a mobile phone with a lock, the text 'To use this login method, you need a PKI enabled SIM card', a 'Learn More' link, a text input field with a mobile phone icon and the placeholder 'Enter Mobile Number', and a dark blue 'Login' button. The right option is 'Card PKI', which includes an icon of an ID card with a lock, the text 'To use this login method, you need a PKI enabled national ID and a card reader.', a 'Learn More' link, and a dark blue 'Login' button.

- 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 Health/Herbal Product Service

Through this page you re-register a Health or Herbal product. The process is as follows:



The Re-Registration of Health/Herbal Product Service page appears as shown below:

Re-Registration of a Health / Herbal Product

Fill e-Form
Pay Online
Receive Confirmation

- Establishment Info
- Health/Herbal Product info
- Attachment
- Fees
- Preview

Applicant Details

Name (En)	Establishment Owner User	Name (Ar)	gov
Civil ID	test_EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		

Select Establishment

Establishment *

[Verify](#)

Establishment Details

CR Number	CR Number	CR Status	CR Status
Phone Number	Phone Number	Email	Email
P.O Box	P.O Box		

[Next](#) >

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:

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


www.moh.gov.om





4. Enter registration number with MOH.
5. Click  button, and you get a notification in green on top of the page if the product is valid and you can continue with the process. The notification appears as shown below:



And the product details appear automatically.

6. Click  and the following page appears:

7. Upload the required attachment using the  button.
8. Enter Full module link.
9. Click  and the following page appears:



Fee Details	
Validity	Select Validity ▼ Months Service Fees 0 RO
← Back Next →	

10. Select the validity period and the service fees appear automatically.

11. Click Next → and the following page appears:

Applicant Details			
Name (En)	Establishment Owner User	Name (Ar)	gov
Civil ID	test_EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		
Local Agent			
Establishment Name	auto by variation	CR Number	1196822
CR Status	Active	Phone Number	Phone Number
Email	tesst@gmail.com	P.O Box	P.O Box
Herbal Product Information			
Product Details			
Registration No. With MOH	D248703	Registration Status	Expired
Product Type	Generic	Product Category	Biological
Trade Name	shabnam abc	Strength	Other
Flavor	Minty Lavender	Dosage Form	CHOORNAM
Company Information			

Declaration	
<input type="checkbox"/>	I hereby declare that all the information provided in the application form is true and correct. I also understand that if I provided any misleading or incorrect information that may lead to the rejection of the application and the Directorate of Private Health Establishments will take the necessary actions.
← Back Continue to Payment →	

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

13. Click Continue to Payment → and the following message appears:



Confirmation ✕

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

Confirm
Cancel

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

Fill e-Form
 Pay Online
 Receive Confirmation

Payment Summary

Applicant Name	Establishment Owner User
Application Reference Number	RRHH0508742441116O
Payment Reference Number	PORRRH20001280916052401
Application Fees	45.000 OMR
Total Fees :	45.000 OMR

← Back
Pay Now →

15. 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	

My Applications
📍 Nearest Medical Center

Show this QR at a Private Medical Center

Download QR as an image

You can view your applications using the My Applications button.



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