Ministry of Health

# Registration of Medical Device Manufacturer User Manual
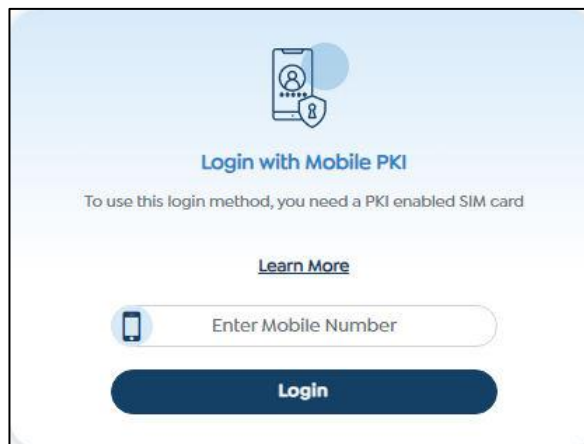
02/04/2024

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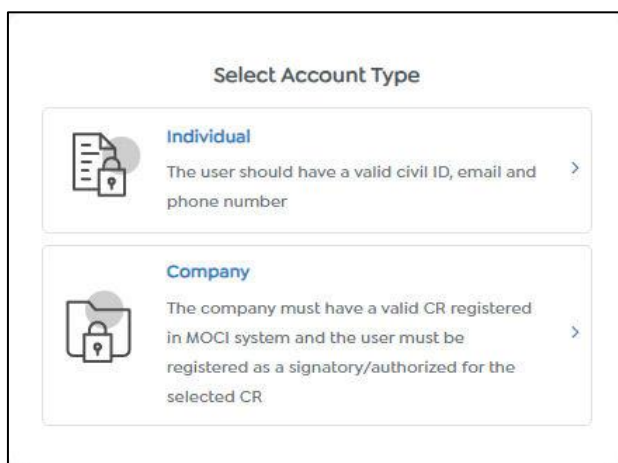
# 1. Registration

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:
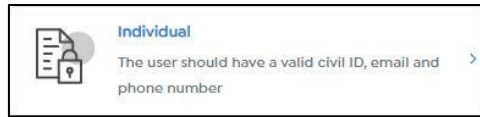


Click your mobile number and click , when the system recognizes that it is not registered in the system, it will navigate you to the following page:
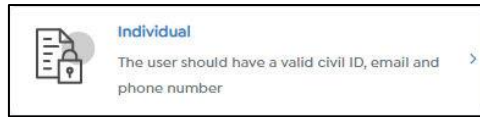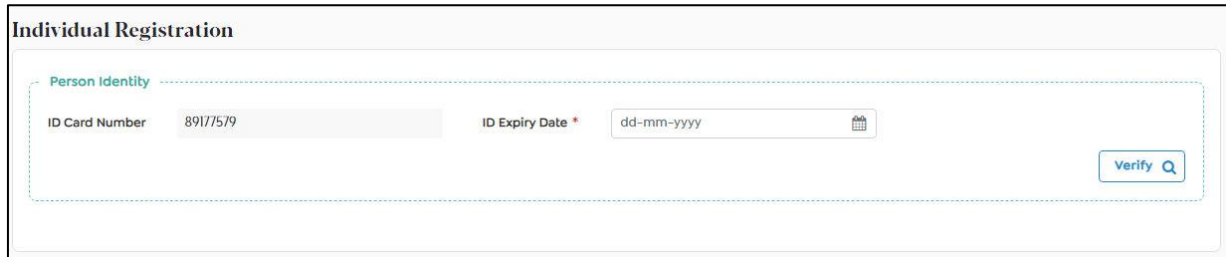


You can select an account type by simply clicking on any of them.

## 1.1 Register an Individual Account

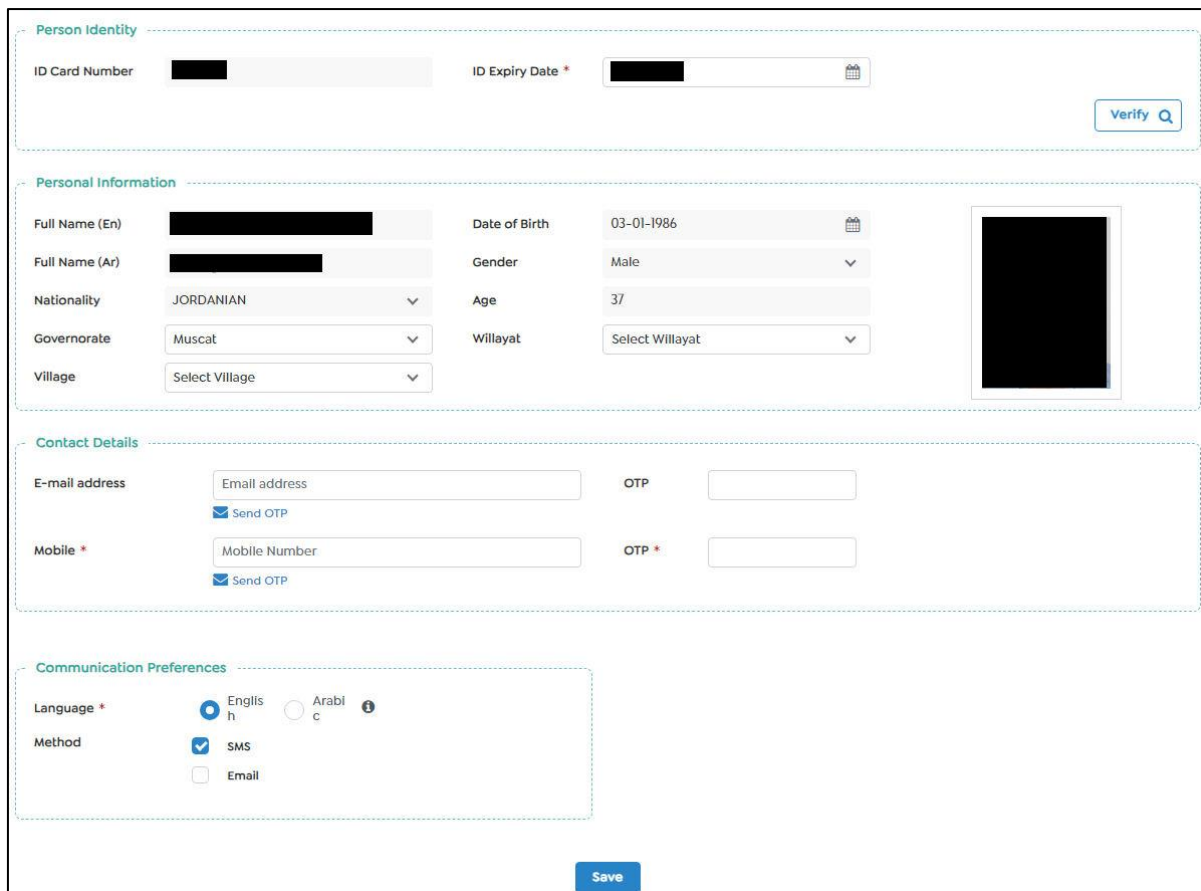To register an individual account, follow the steps below:

1. Click on , and following page appears:



2. Enter your resident card number and expiry date.

3. Click , and the system will retrieve your information automatically as shown below:



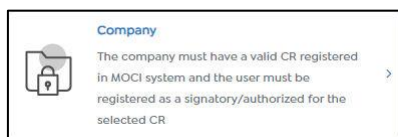4. Enter the location which consists of Governorate, Wilaya, and village.

5. Enter email address and mobile number, then click  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 [Company — The company must have a valid CR registered in MOCI system and the user must be registered as a signatory/authorized for the selected CR], and the following page appears:
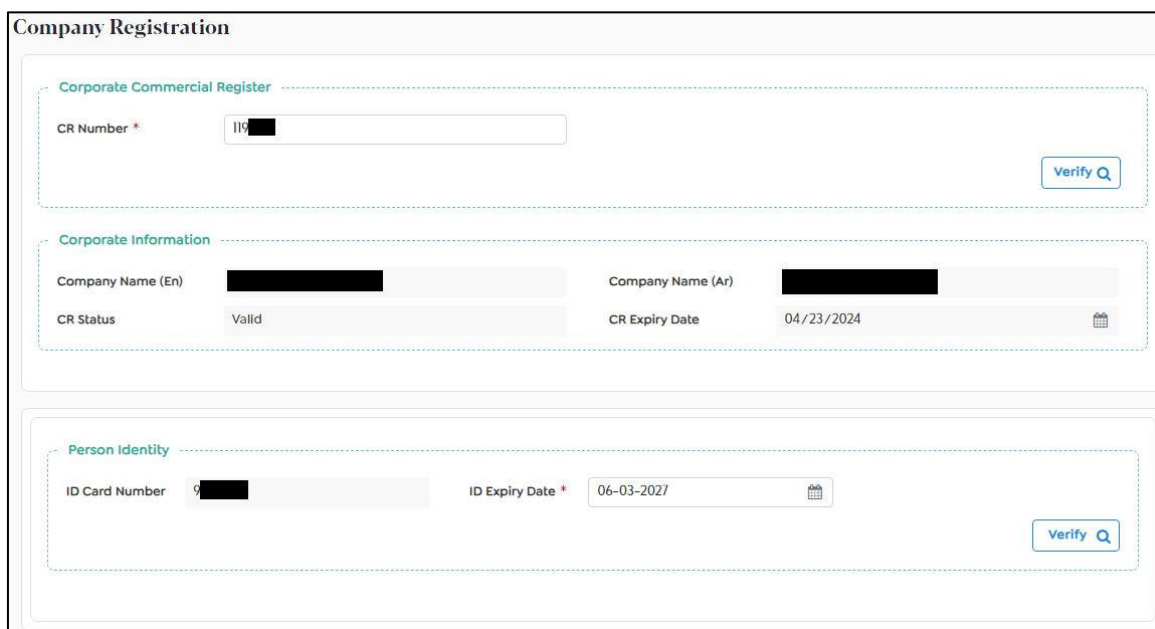
**Company Registration**

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

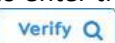CR Number *  [ 119▇▇ ]

[Verify Q]

Corporate Information

| | |
|---|---|
| Company Name (En)  ▇▇▇▇▇ | Company Name (Ar)  ▇▇▇▇▇ |
| CR Status  Valid | CR Expiry Date  04/23/2024 |

Person Identity

| | |
|---|---|
| ID Card Number  9▇▇▇ | ID Expiry Date *  06-03-2027 |

[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:

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.

# 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:
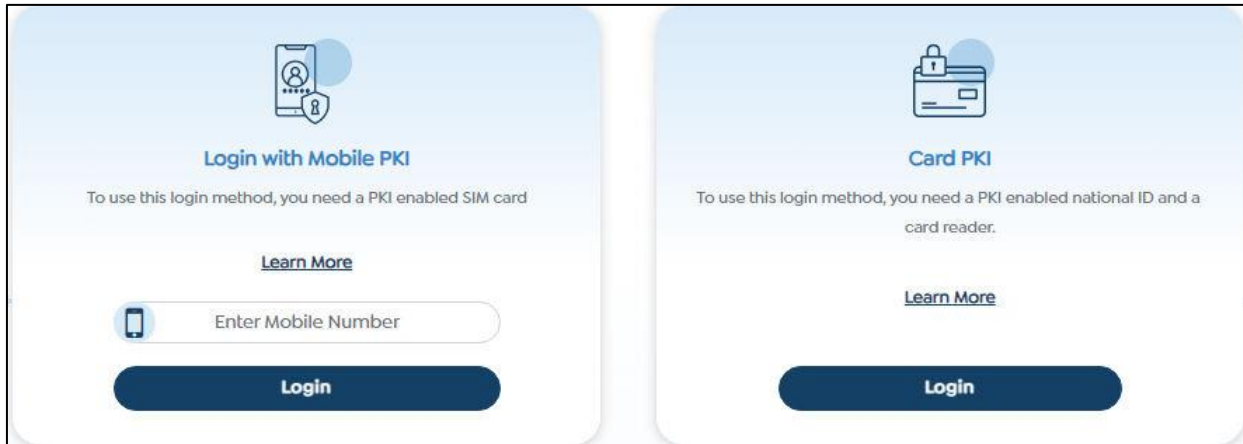


- For **Mobile PKI**, you enter your mobile number then you click [Login] button on the left side, and it you enter your password on your phone.

- 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. Registration of Medical Device Manufacturer Service

Through this page you register a new medical device manufacturer. The process is as follows:
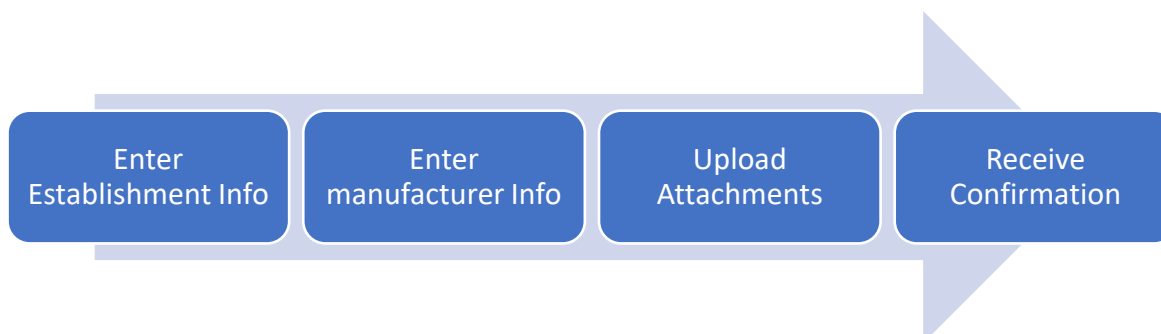


The **Registration of Medical Device Manufacturer Service** page appears as shown below:



To apply for the service, follow the steps below:

1. Select the establishment from the dropdown list, and the details appear automatically.

2. Click [Verify] 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 [Next] and the following page appears:
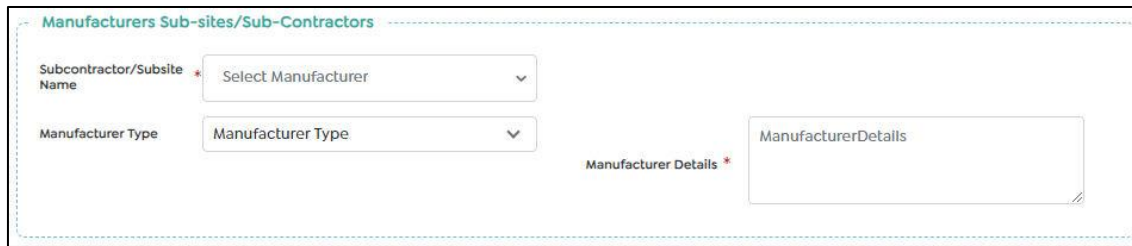
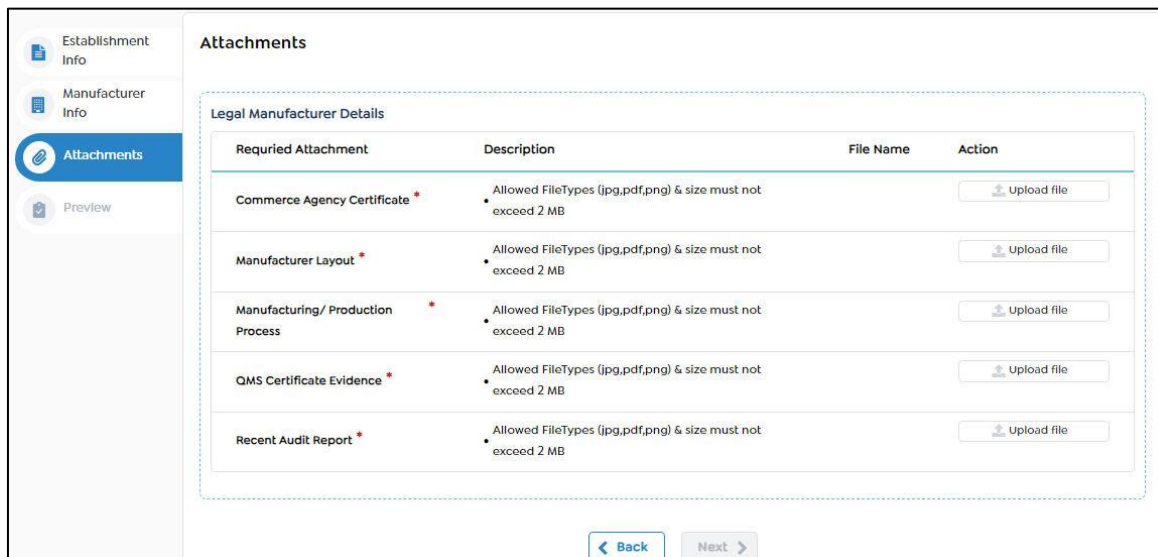4. Select whether the manufacturer is registered in SFDA. If yes, the following field appears:



Enter MADMA number and click  button.

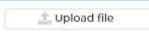5. Enter manufacturer details which consist of legal name, QMS certificate name, QMS certificate Expiry Date.

6. Select whether the manufacturer subsite/subcontractor is available or not. If yes, the following fields appear:

7.  Select subsite/subcontractor name from the dropdown list, if you select "other", enter the name manually.

8.  Select manufacturer type and enter the details.

9.  Enter postal address details which consist of country, city, postal code, PO Box, street, phone number, fax number, and email.

10. Enter physical address details, if it's the same as postal address details, click the checkbox and the fields are automatically filled.

11. Click  and the following page appears:



12. Upload the required attachment using the  button. Once done, it will activate the  button.

13. Click  and the following page appears:

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

15. click **Submit >** , and the following message appears:
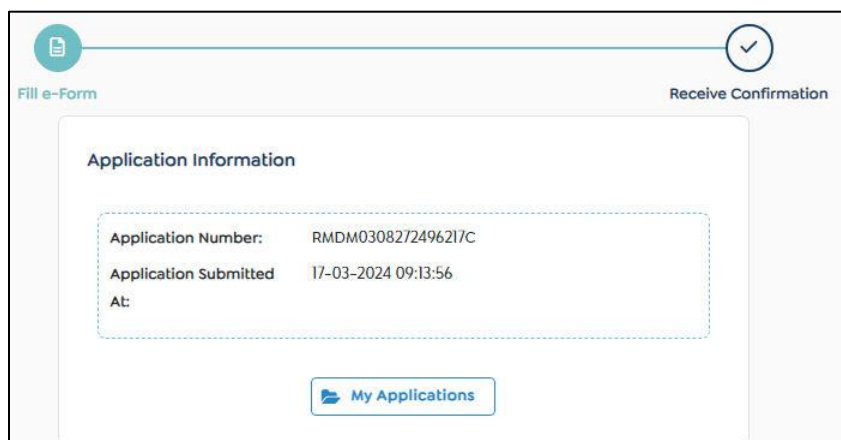
16. Click ![Confirm] button, and the following page appears:



Your request is sent to DGPA for approval.

You can view your applications using the ![My Applications] button.