

ANNEX A
Acquiring a User Account for the FDA Electronic Portal V.2 System

I. A User Account to access the FDA e-Portal V.2 System can be requested by following the step-by-step procedure below:

A. Access the request form through the link, bit.ly/ePortal2 (screenshot below):

The screenshot shows a web form titled "Request for ePortal 2.0 User Account". At the top left is the FDA logo. Below it is a "PRIVACY NOTICE" section with a red border. The form contains the following fields: "First Name", "Last Name", "Region" (a dropdown menu with "Region 1" selected), "City" (a dropdown menu with "Adams" selected), "eMail Address of the Owner of Establishment", "Position in the Company" (a dropdown menu with "Owner" selected), "Contact Number", "Company Name", and "Proof of Ownership" (a file upload button labeled "Choose Files"). A "Submit" button is located at the bottom center of the form.

B. Provide all the required information in the user's registration form. A user account will only be issued to the owner of the establishment

C. Attach proof of ownership (ie. business name registration from SEC/DTI or other FDA-issued LTO), in pdf file format, to the registration form then click "Submit". The portal shall direct you to the Official FDA webpage after successfully submitting your request.

D. The User Account credentials shall be sent to the email address provided in the registration form. The issued User Account credential shall only be valid for one (1) year.

E. The FDA shall issue the User Account within three (3) working days upon receipt of the complete and compliant request. For incomplete or non-compliant requests, the applicant shall be informed of any deficiencies of their request within three (3) working days through the email supplied in the form.

F. Renewal of FDA e-Portal V.2 user accounts shall be made by submitting the required information at bit.ly/UserRenewal (screenshot below) a month before the expiration of the account.

The screenshot shows a web form titled "User Account Renewal". It contains two input fields: "User Name" and "Password". Below these fields is a "Submit" button. The form is enclosed in a red border.

- II. For video tutorials, an English and Filipino version are available at <https://www.fda.gov.ph/information-education-and-communication-iec/>. You may navigate to “Walkthrough Videos (Official)”, under the “Center for Cosmetics and Household/Urban Hazardous Substances Regulation and Research (CCHUHSRR)”, and click on either of the following:
- A. Tutorials for User Account Application (Filipino version), or
 - B. Tutorials for User Account Application (English version)