



Food and Drug Action Center (FDAC)

Issuance of Electronic Portal (E-Portal) User Account

Center/Office/Division	: FDAC Account Section
Classification	: Simple
Type of Transaction	: G2B - Government to Business
Who may Avail	: Manufacturers traders, distributors, importers, exporters, wholesalers, and other establishment and facilities of health products, as determined by Food and Drug Administration
Fees to be paid	: None

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Signed and notarized Authorization Letter (Annex B – FDA Circular No. 2016-004) (pdf format)	Food and Drug Administration Philippines Website FDA Circular No. 2016-004 “Procedure on the Use of the New Application Form for License to Operate (LTO) thru the Food and Drug Administration (FDA) Electronic Portal”

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an email request to fdac@fda.gov.ph	1. Check the received email as to completeness and appropriateness of the request	15 Minutes	FDAC Staff Information Officer II
2. Receive username and password	2. Issue user account (username and password) to the client	Next Working Day	FDAC Staff Information Officer II
TOTAL:		1 Working Day and 15 minutes	