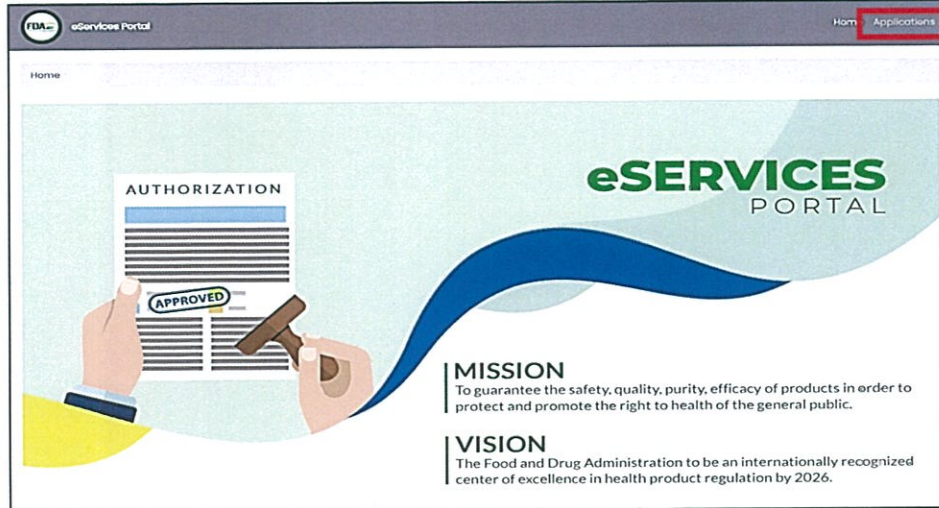


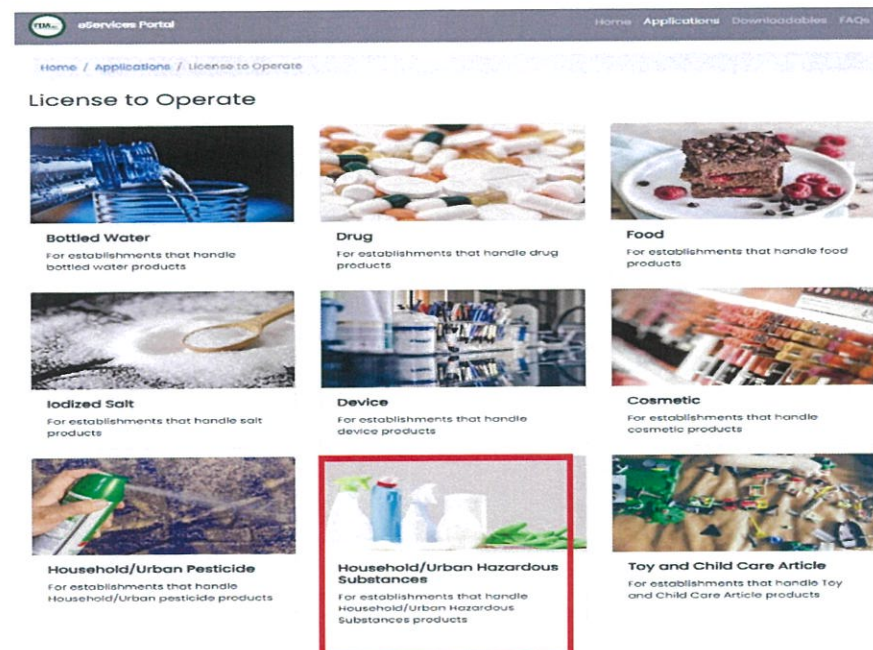
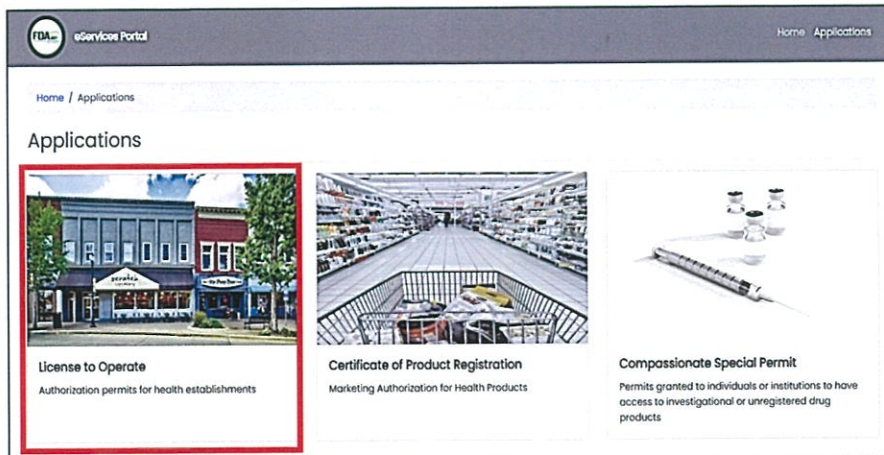
## ANNEX E

### Procedure for Checking the Status of an Application

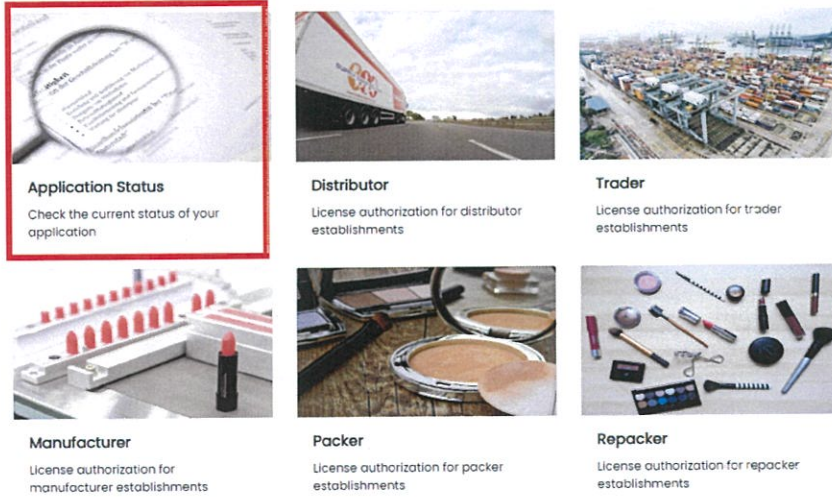
1. Access the online portal through (<https://eservices.fda.gov.ph/>) and click “Applications” found on the upper right corner of the eServices landing page.



2. Click the License to Operate for Household/Urban Hazardous Substances



3. To check the status of the application, click **“Application Status”**.



4. Enter the Reference Number and click on **“Submit”**

The screenshot shows the 'Application Status' page on the FDA eServices Portal. The page has a navigation bar with 'Home Applications Downloadables FAQs' and a breadcrumb trail: 'Home / Applications / License to Operate / Huhs / Status'. The main heading is 'Application Status'. Below the heading are three numbered steps: 1. Reference Number, 2. Verification Code, and 3. Application Status. The first step is highlighted with a red box. Inside the box, there is a text input field with the instruction 'Enter the reference number indicated in your application.' Below the input field, there is a label '\* Reference Number' and an example 'Reference Number e.g. FDA-100000001234'. A blue 'Submit' button is located at the bottom right of the box.

5. A verification code will be sent to applicant’s registered e-mail address.

6. Enter the verification code to view the progress.