



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

10 October 2017
EMA/663563/2017
Information Management Division

Eudravigilance

Registration User Management

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Send a question via our website www.ema.europa.eu/contact

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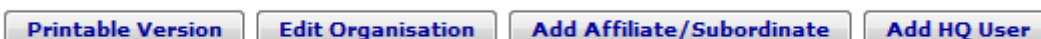
1. Manage Profile

The Manage Profile function is restricted in use to the responsible person and/or deputy administrator(s) of a Headquarter Organisation.

To manage your profile, click **Manage your profile** from the main menu:



Manage your profile using the following options:



1.1. Printable version

The Printable Version of your profile allows you to print a user friendly version of your profile.

1.2. Edit Organisation

To edit the Headquarter Organisation details click **Edit Organisation**.

Edit the required details and click **Update**. If there are any errors in the profile, they are displayed in red.

Please note: Some of the organisation details cannot be amended. If details need amending and you are unable to do so, contact the EudraVigilance Registration team.

1.3. Add Affiliate/Subordinate Information

This option allows you to enter information about an Affiliate/Subordinate:

Step 1: Organisation Step 2: Qual./Resp. Person Step 3: Transmission Mode Step 4: Security Review and submit

[Help](#)

Registration Form - Step 1
Affiliate/Subordinate Information
EMA is Troubleshooting your account

Affiliate/Subordinate ID:

Category: ☐ Marketing Authorisation Holder
☐ Sponsor
☒ Third Party Service Provider / Virtual Affiliate

Affiliate/Subordinate name:

Street:

City:

Postal Code:

Area/State:

Country:

Functional Email:

[Reset](#) [Next](#)

Click the Help link for additional help filling out this section.

1.4. Add HQ User

The Add HQ user allows the registration of an Individual user.
Please note **L2B access** can only be granted once the user is registered.

Registration Form
Individual User
EMA is Troubleshooting your
account

Name:	
Family Name:	
Title (Dr,Mr,Ms,...):	
Department:	
Street:	
City:	
Postal Code:	
Area/State:	
Country:	
Telephone (country code/number /extension):	- - 
Mobile phone (country code/number):	-
Fax (country code/number /extension):	- -
Email:	
Rights for XEVMPD:	
Rights for ADR:	
Set as QPPV	☐ YES ☐ NO
Reset Next	

1.5. Granting L2B Access to a HQ User

Click **Manage your profile** from the main menu on the left.



Logged In

mahtest1
(MAHTEST1)
Human External Test

EV Services

- ▶ EVWEB - ICSR
- ▶ EVWEB - Art 57 / XEVMPD
- ▶ xEVMPD Export
- ▶ xEVMPD Bulk update
- ▶ EV Post - ICSR
- ▶ EV Post - Art 57 / XEVMPD

EV Registered Partners

- ▶ Manage your profile
- ▶ QPPV List
- ▶ Organisations List

Medical Literature Monitoring

- ▶ MLM Search result
- ▶ MLM ICSRs
- ▶ Archive
- ▶ ICSR Export
- ▶ Substances
- ▶ Further MLM info

User Support

- ▶ EMA Service Desk
- ▶ EVWEB Troubleshooting
- ▶ xEVMPD product export tool user manual
- ▶ xEVMPD Data-Entry Tool (EVWEB) User Manual - product reporting
- ▶ EVWEB User Manual - ICSR reporting

Welcome to the restricted area of the EudraVigilance website

To continue, please select one of the available functionalities from the menus on the left of the screen

Click on the **HQ User** you wish to edit in **HQ Users** section.



Logged In

mahtest1
(MAHTEST1)
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User Support

- ▶ EMA Service Desk
- ▶ EVWEB Troubleshooting
- ▶ xEVMPD product export

Organisation Information

Category: Marketing Authorisation Holder
Registration Date: 18/05/2017
Approval Date: 18/05/2017
Trademark: MAHTEST1
Organisation Identifier: MAHTEST1
Organisation Name: MAHTEST1
Street: 30 Churchill Place, Canary Wharf
City: London
Postal Code: E14 5EU
Area/State: E14 SEU
Country: United Kingdom (GB)
Functional Email: francois.domergue@ema.europa.eu

Regulatory Contact Point

Name / Description: --
Telephone: 44-203660-
Email: @ema.europa.eu

Transmission Mode

Send: Direct
Via: WebTrader

Sending Reports

Safety Reports: Yes
Product Reports: No

Visibility

Affiliates Visibility: Yes

MedDRA

Type of License: Full MedDRA Subscriber
Number: 12345

Security Information

Grant Access to: All Computers

Affiliates/Subordinates/Centres

Org.ID	Date of Request	Approved
AFFTEST1	24/08/2017	Yes
AFFTEST2	24/08/2017	Yes

Qualified/Responsible Person

Name: --
Family Name: --
Title: Mr
Department: DSA
Street: 30 Churchill Place, Canary Wharf
City: London
Postal Code: E14 5EU
Area/State: E14 SEU
Country: United Kingdom (GB)
Telephone: 44-203660-
Mobile: --
Fax: --
Email: @ema.europa.eu

QPPV Alternative Contact Details

Name: F
Telephone Number: 44-203660-

EVDAS User Statistics

Enabled: 0
Disabled: 0
Total: 0

HQ Users

Family Name	Date of Request	Approved	QPPV
Al	24/08/2017	Yes	No
Do	18/05/2017	Yes	Yes

[Printable Version](#) [Edit Organisation](#) [Add Affiliate/Subordinate](#) [Add HQ Users](#)

Click on the **Edit User** button, this will take you to the Edit User Information Screen.

User Information

Organisation ID: MAHTEST1
Organisation Name: MAHTEST1
Title: Mr
Name: AL
Family Name: AL
Registration Date: 18/05/2017
Approval Date: 18/05/2017
Status: Registered
User ID: mahatest1
Department: DSA
Street: 30 Churchill Place, Canary Wharf
City: London
Postal Code: E14 5EU
Area/State:
Country: United Kingdom (GB)
Telephone: 44-203660-
Mobile:
Fax:
Email: @ema.europa.eu
XEVMPD Rights: Browse and Send Medicinal Product Rep
ADR Rights: Browse and Send ICSR
EVDAS Rights: No Access Right
Enable L2B Access: Yes
Set as QPPV: Yes

Number of Products as QPPV: 1

QPPV Alternative Contact Details

Name: F:
Telephone Number: 44-203660-

[Printable Version](#)

[Edit User](#)

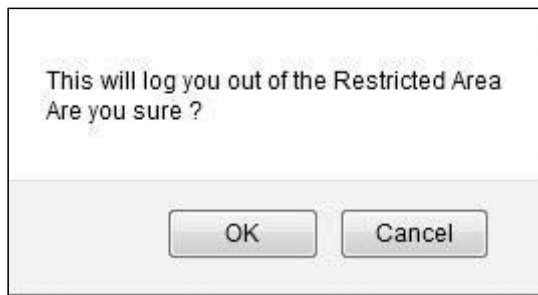
Click on the **Enable L2B Access** checkbox as per below and click on update .

Human External Test - Edit User Information	
Some elements of the User's Profile cannot be edited. If you need to amend any of these elements, please contact the Eudravigilance Registration Team.	
Organisation ID:	MAHTEST1
Organisation Name:	MAHTEST1
User Name:	AL
User ID:	pamahtest
Registration Date:	24/08/2017
Approval Date:	24/08/2017
Title:	
Department:	
Street:	30 Churchill Places
City:	London
Postal Code:	E14 5EU
State:	
Country:	United Kingdom
Telephone (country code/number/extension):	44 - 2036607168 -
Mobile (country code/number):	- -
Fax (country code/number/extension):	- -
Email:	@ema.europa.eu
User Rights for XEVMPD:	No access right
User Rights for ADR:	Browse and Send ICSR
User Rights for EVDAS:	No access right
Enable L2B Access	☒
> QPPV details	
Set as QPPV	☐ Yes ☒ No
Number of Products as QPPV:	0
Update Cancel	

2. Log Out



To log out of the restricted site, click **Log Out** and the following message is displayed:



Click **OK** to logout or **Cancel** to stay logged in.

3. Change Password

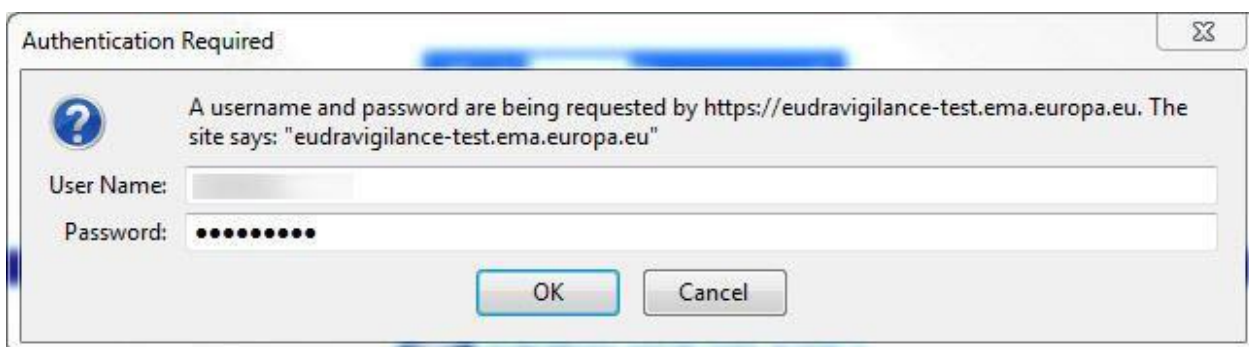


When logged in to EudraVigilance for the first time, you are required to change your password immediately. A password change is also required if an existing password has been reset.

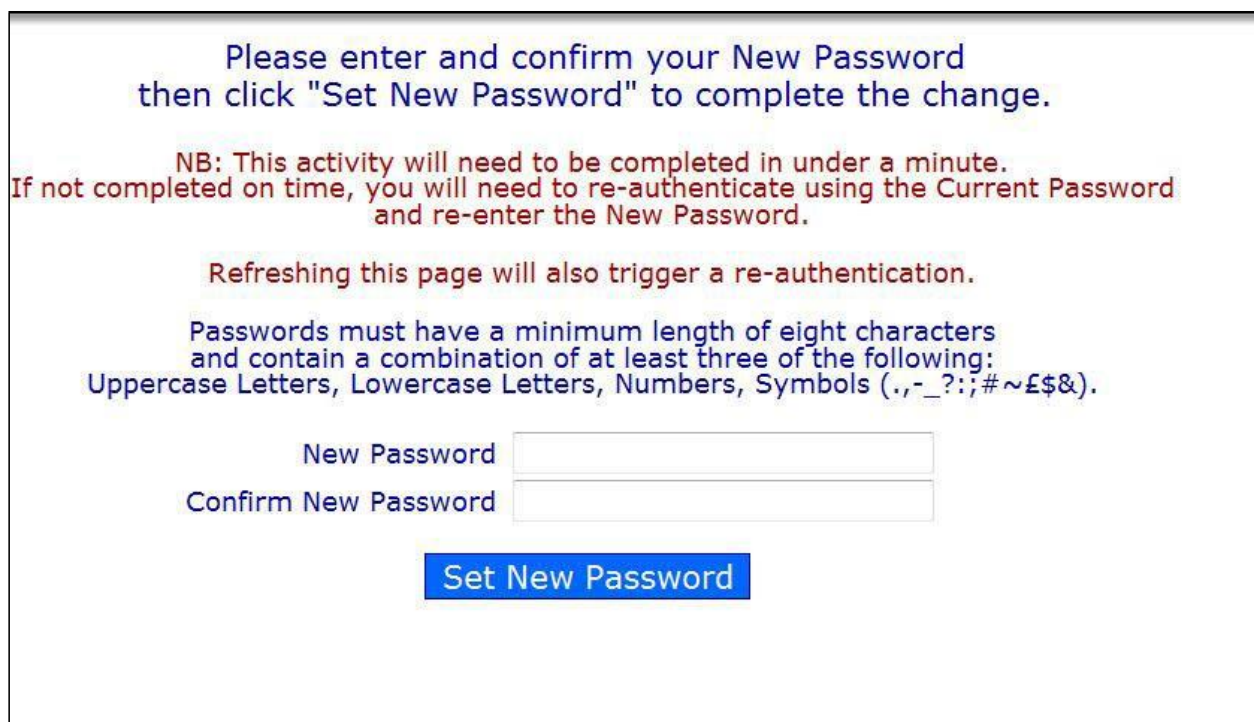
To change your password click **Change Password** and the following screen is displayed:



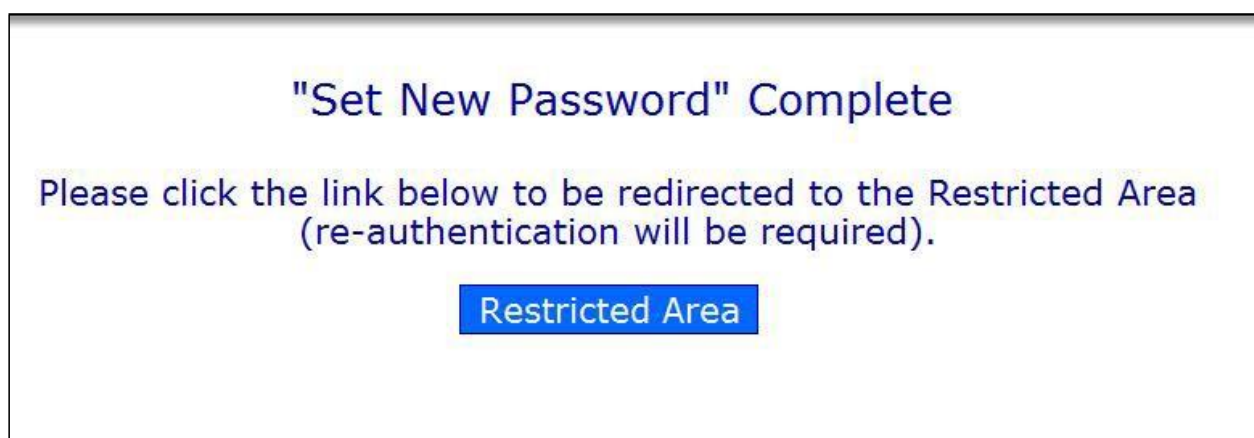
Click **Set New Password** and you are directed to the following screen where you are required to authenticate your user details:



Click **OK**.



Enter a new password; and enter it again to confirm it and click **Set New Password**. Please note the new password **MUST** be a minimum length of 8 characters and a combination of lower and upper case letters, numbers and symbols.



The password has been changed successfully. You are prompted to return to the restricted site where you will need to enter your password to log in successfully.