



How to apply for a CBG Portal Account (New Group Account)

Guide to fill out the application form

26 May 2010, version 2.0

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Purpose of this document

- This document is a guide to fill out the application form for the CBG Portal when there is not yet a Group Account to which the organisation can be added .
- When you apply for a CBG Portal New group account you apply for:
 - the organisation is the Marketing Authorisation Holder of the Medicinal Product linked to the case
 - the organisation is the applicant of the case (not linked to a particular Medicinal Product).
- Please read the Terms and Conditions carefully
- This guide will go through the form per section
- Fields with an asterix * are required

Application form
to access the CBG Portal
and the organisation related case data

new group account



Section 1: Organisation and Director information (1/3)



Section 1.1 Organisation's details

- **Name:** The name of your organisation as stated in the documents of the Registration Authority (e.g. Chamber of Commerce, Kamer van Koophandel, or equivalent)
- **Organisation registration number:** This is the Registration number known by the Registration Authority (e.g. Chamber of Commerce, Kamer van Koophandel or equivalent)
- **Registration Authority:** This is the registration authority where your organisation is registered (e.g. Chamber of Commerce, Kamer van Koophandel or equivalent)
- **Address fields:** Address of your organisation as stated in the documents of the registration authority where your organisation is registered (e.g. Chamber of Commerce, Kamer van Koophandel)
- **General telephone number of the company:** Telephone number of, for instance, your organisation's front desk, from where callers can be connected to an employee.

I hereby wish to apply for a CBG Portal account on behalf of my Organisation

Section 1: Organisation and Director Information	
All fields with a * are required to be able to take the application in consideration.	
1.1 Organisation's details	
Name*	<input type="text"/>
Organisation registration number*	<input type="text"/>
Registration Authority*	<input type="text"/>
Address line 1*	<input type="text"/>
Address line 2	<input type="text"/>
Postcode/Zip*	<input type="text"/>
City*	<input type="text"/>
County / State	<input type="text"/>
Country*	<input type="text"/>
General Telephone number of the company*	<input type="text"/>

Section 1: Organisation and Director information (2/3)



Section 1.2 Organisation Director's details

The organisation's Director is a person who is authorized to sign on behalf of the company, and registered in the documents of the Registration Authority (mentioned in section 1.1) as a member of the board of directors.

- **Title, First Name, Middle Name, Last Name:** Enter his/her title, first name, middle name and last name in these sections, as stated in the documents of the Registration Authority mentioned in section 1.1.
- **Telephone number:** the telephone number on which the Director can be contacted.
- **Business Address fields:** This section should only be filled out of if the business address of the Director is different than the address in section 1.1.

1.2 Organisation Director's details	
Title	<input type="text"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Telephone no.*	<input type="text"/>
Business Address	(Only if different than address in section 1.1)
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Postcode/Zip	<input type="text"/>
City	<input type="text"/>
County / State	<input type="text"/>
Country	<input type="text"/>
Fax	<input type="text"/>

Section 1: Organisation and Director information (3/3)



Section 1.3 Main contact person for CBG Portal application

This is the main contact person handling this application. This person will be contacted by the CBG-MEB when we have questions regarding the application (for instance, missing information).

1.3 Main contact person for CBG Portal application	
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Telephone number*	<input type="text"/>
E-mail address*	<input type="text"/>

- **First Name, Last Name:** Enter his/her first name and last name in these sections.
- **Telephone number:** the telephone number on which the main contact person can be contacted.
- **E-mail address:** the e-mail address on which the main contact person can be contacted.

Account information (1/2)



I request a new CBG Portal Group Account for only the Organisation mentioned in section 1 and will take the ownership of this Group Account.

Explanation :

- You choose to start your own Group Account which includes only your organisation. Only users in this Group Account will be able to see the cases linked to your organisation.
- As the founder of this Group Account, your organisation will be the owner of this Group Account. This means that you will be able to decide to add organisations to your group in the future, if there is mutual agreement between your organisation and the other organisation
- In order to create the group account, the information in section 2 needs to be filled in

Section 2: Organisation Account information (1/5) (only required if option 1 was selected)



Section 2.1 New Group Account details

- GroupID name:** Provide the name of your new Group Account. The name must be unique and can not be modified in the future.
 If the possibility exists that you will be adding more organisation accounts in the future, we advise you to choose a generic name.
 The name may not contain the following characters:
 ~ ! ` @ # \$ % ^ * + = | } { [" : ; > < ? / \ , _
- Alternative GroupID name:** Group Account names must be unique. If the value you entered in "GroupID Name" already exists in our system, "Alternative GroupID name" will be used.

Section 2: Organisation Account information (if option 1 is selected)

All fields with a * are required to be able to take the application in consideration

2.1 New Group Account details	
GroupID name*	<input type="text"/>
Alternative GroupID name 1*	<input type="text"/>
2.2 Company Administrator	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
UserID name*	<input type="text"/>
Alternative userID name*	<input type="text"/>
E-mail address*	<input type="text"/>
Telephone number*	<input type="text"/>
Business Address*	
Address line 1*	<input type="text"/>
Address line 2	<input type="text"/>
Postcode/Zip*	<input type="text"/>
City*	<input type="text"/>
County / State	<input type="text"/>
Country*	<input type="text"/>
Fax	<input type="text"/>
2.3 Proxy (backup) Administrator (optional)	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
E-mail address*	<input type="text"/>
Telephone number*	<input type="text"/>

Section 2: Organisation Account information (2/5) (only required if option 1 was selected)



Section 2.2 Company Administrator

The Company Administrator is the main administrator of the new Group Account. This person will be accountable and responsible for creating and managing user accounts of the Group Account.

- **Title, First Name, Last Name:** Enter his/her title, first name and last name in these sections.
- **UserID name:** Enter the preferred userID for the Company Administrator, used to login in the CBG Portal and Identity Management System. The userID is strictly personal and should contain the first or last name of the Company Administrator.
- **Alternative userID name:** A userID is unique. If the userID in the field "UserID name" is already in use, CBG-MEB will use the userID entered in this field.

Section 2: Organisation Account information (if option 1 is selected)	
All fields with a * are required to be able to take the application in consideration.	
2.1 New Group Account details	
GroupID name*	<input type="text"/>
Alternative GroupID name 1*	<input type="text"/>
2.2 Company Administrator	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
UserID name*	<input type="text"/>
Alternative userID name*	<input type="text"/>
E-mail address*	<input type="text"/>
Telephone number*	<input type="text"/>
Business Address*	
Address line 1*	<input type="text"/>
Address line 2	<input type="text"/>
Postcode/Zip*	<input type="text"/>
City*	<input type="text"/>
County / State	<input type="text"/>
Country*	<input type="text"/>
Fax	<input type="text"/>
2.3 Proxy (backup) Administrator (optional)	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
E-mail address*	<input type="text"/>
Telephone number*	<input type="text"/>

Section 2: Organisation Account information (3/5) (only required if option 1 was selected)



Section 2.2 Company Administrator

The Company Administrator is the main administrator of the new Group Account. This person will be accountable and responsible for creating and managing user accounts of the Group Account.

- **E-mail address:** Enter the e-mail address of the Company Administrator where (s)he should receive e-mails and alerts regarding the CBG Portal and its Identity Management System.
- **Telephone number:** telephone number where the Company Administrator can be contacted
- **Business address fields:** This is the address where the Company Administrator is physically located.
This is also the address where the CBG-MEB will send the letter to with the initial password for the Company Administrator account.

Section 2: Organisation Account information (if option 1 is selected)	
All fields with a * are required to be able to take the application in consideration.	
2.1 New Group Account details	
GroupID name*	<input type="text"/>
Alternative GroupID name 1*	<input type="text"/>
2.2 Company Administrator	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
UserID name*	<input type="text"/>
Alternative userID name*	<input type="text"/>
E-mail address*	<input type="text"/>
Telephone number*	<input type="text"/>
Business Address*	<input type="text"/>
Address line 1*	<input type="text"/>
Address line 2	<input type="text"/>
Postcode/Zip*	<input type="text"/>
City*	<input type="text"/>
County / State	<input type="text"/>
Country*	<input type="text"/>
Fax	<input type="text"/>
2.3 Proxy (backup) Administrator (optional)	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
E-mail address*	<input type="text"/>
Telephone number*	<input type="text"/>

Section 2: Organisation Account information (4/5) (only required if option 1 was selected)



Section 2.3 Proxy (backup) Administrator (optional)

In case the Company Administrator is on leave, the Company Administrator can delegate his/her administration capabilities to a Proxy Administrator. A Proxy Administrator must be one of the users in the Group Account.

In case of emergency, when the Company Administrator was not able to delegate his/her administrator capabilities before leaving, the CBG Portal Service Desk can provide temporary administrator rights to an existing user in the Portal Group Account.

However, this can only be done if the person who must become the Proxy admin is named in this section.

If this section remains empty, the CBG Portal Service Desk will not be able to give temporary administrator rights to any user of your Group Account.

The Company Administrator needs to create the account for this user.

Section 2: Organisation Account information (if option 1 is selected)	
All fields with a * are required to be able to take the application in consideration.	
2.1 New Group Account details	
GroupID name*	<input type="text"/>
Alternative GroupID name 1*	<input type="text"/>
2.2 Company Administrator	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
UserID name*	<input type="text"/>
Alternative userID name*	<input type="text"/>
E-mail address*	<input type="text"/>
Telephone number*	<input type="text"/>
Business Address*	
Address line 1*	<input type="text"/>
Address line 2	<input type="text"/>
Postcode/Zip*	<input type="text"/>
City*	<input type="text"/>
County / State	<input type="text"/>
Country*	<input type="text"/>
Fax	<input type="text"/>
2.3 Proxy (backup) Administrator (optional)	
Title	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
E-mail address*	<input type="text"/>
Telephone number*	<input type="text"/>

Section 3: Any other information relevant to you application



Enter any other information that may be relevant to your application

For example:

- did you have a CBG Portal Account before?
- Was your organisation added to a Group Account in the past?
- Is your Company Administrator also a Company Administrator of another Group Account?
- Will there also be other organisations added to this group account ?

Section 4: Any other information relevant to your application

Please provide any additional details you might consider relevant for your application.

Statements, Documentation, Signatures



Statement: Please tick the checkbox if you agree to the CBG-MEB terms and conditions.

I hereby acknowledge that I have read and understood the CBG-MEB terms and conditions (as described in the form) for the use of the CBG portal and agree to be bound by them.

Documentation: Do not forget to send the required documentation with the application. Your application can not be processed without this documentation.

- Together with this form, I send the following documents:
 - A certificate (not older than 6 months) of the Registration Authority mentioned in section 1 stating your Organisation's name, address, registration number and names of the Organisation's Board of Directors members
 - If this form is used to apply for adding an organisation to an existing Group Account: A certificate (not older than 6 months) of the Registration Authority mentioned in section 3, stating the name, address, registration number and names of the Organisation's Board of Directors members of the Organisation that owns the existing Group Account, also mentioned in section 3.

Signature(s): Provide the required signature(s). Your application can not be processed without the required signatures.

- I provide the required signature(s):
 - A signature of your Organisation's Director (mentioned in section 1). This person should be an authorised member of the board of directors, as stated in the summary of the Registration Authority (also mentioned in section 1).
 - If this form is used to apply for adding an organisation to an existing Group Account: a signature of a Director (as mentioned in the certificate of a Registration Authority) of the Organisation that is the owner of the existing CBG Portal Group Account that your Organisation will be added to (mentioned in section 3).

- The **signature** in this box should be the signature of the organisation's Director named in section 1.2
- **Full name of the organisation:** The name of your organisation as stated in the documents of the Registration Authority mentioned in section 1.1
- **Country:** The country where your organisation is registered
- **Full name of the Signatory:** Full Name of the person who signed this document (the person mentioned as organisation's Director in section 1.2)
- **Location:** Location (city) of signing
- **Date:** Date of signing

A large, empty rectangular box with a black border, intended for the signature of the organisation's Director.

For and on behalf of the Organisation:

Full name of the Organisation*	:	
Country*	:	
Full name of the Signatory*	:	
Location*	:	
Date*	:	

Submit the application form



Your application is now complete.

Please send the application form with the required documentation and signatures to the following address:

**College ter Beoordeling van Geneesmiddelen
t.a.v. CBG Portal
Postbus 8275
3503 RG Utrecht**

**Dutch Medicines Evaluation Board (CBG-MEB)
t.a.v. CBG Portal
Postbus 8275
3503 RG Utrecht
The Netherlands**

Next steps:

1. If you requested a new Group Account:

When your application has been approved, and the user account of the Company Administrator is created, the Company Administrator will receive a system generated e-mail to notify him/her of the account creation.

2. If you also requested a Organization to be added to this Group Account (other application form):

The Company Administrator of the existing account will receive a notification when your Organization has been added to the CBG Portal Group Account.