



[USER REGISTRATION MANUAL]

[New Account Creation]



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SSSPROCESS / AVERMASOFT

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1 Introduction

Import / Export System is a new JFDA electronic Service (eService) that will facilitate the registered establishments to fill-in their application on-line in order to import or to export drug in a more accurate, transparent, easy, and shorter time.

The solution will enable the registered companies to apply an application to JFDA to enable the companies to export their drugs to outside Jordan through the automation and facilitation of the medicine export processes under the material contained within the provisions of Article 3 (b) of the drug and pharmacy law.

This manual will help users to create a new account as an:

- 1- e-JDWS Users – IES Registration
Creating an account will facilitate the submission of Import or export invoices of products according to the permissions granted by the JFDA (This user he does not pay any fees for registration as a new IES user).
- 2- Import / Export users (Private Party / Public Party).
Creating an account will facilitate the submission of Import or export invoices of products according to the permissions granted by the JFDA (If the user is a public party user, he does not pay any fees for registration as a new IES user but if he is private, he pays the fees incurred to register as a new IES user).

2 Revision Sheet

Change & Review History

Date	Author	Version	Comment
25/07/2017	Lubna Al-Faraieh	V 1.0	Initial Draft
01/09/2017	Manal Issa	V1.0	Give notes
15/09/2017	Lubna Al-Faraieh	V 1.1	Reflect the JFDA Notes
10/11/2017	Lubna Al-Faraieh	V1.2	Add a new update
08/05/2018	Manal Issa	V1.3	Final revision
10/11/2018	SSSPProcess/AvermaSoft	V2.0	Published Manual
14/05/2019	Lubna Al-Faraieh	V2.1	Latest Updated Published Manual
25/06/2019	Lubna Al-Faraieh	V2.1	Published Manual

3 User Registration

3.1 Drug Registration System Link at JFDA Website

- Go to JFDA Website By using this link. <http://www.jfda.jo>
- Select the E-services from JFDA website home page as shown in the figure (1).
- Select the Drug Registration Link (e-JDWS)
- Or you can select E-services → Drug Registration Page → e-JDWS.

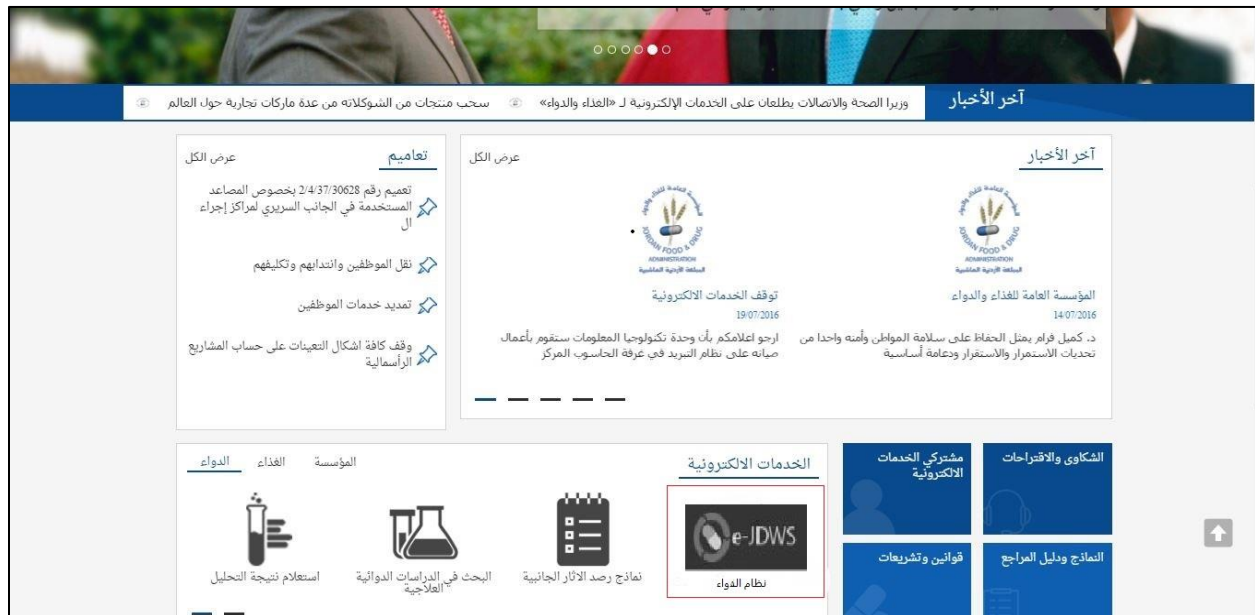


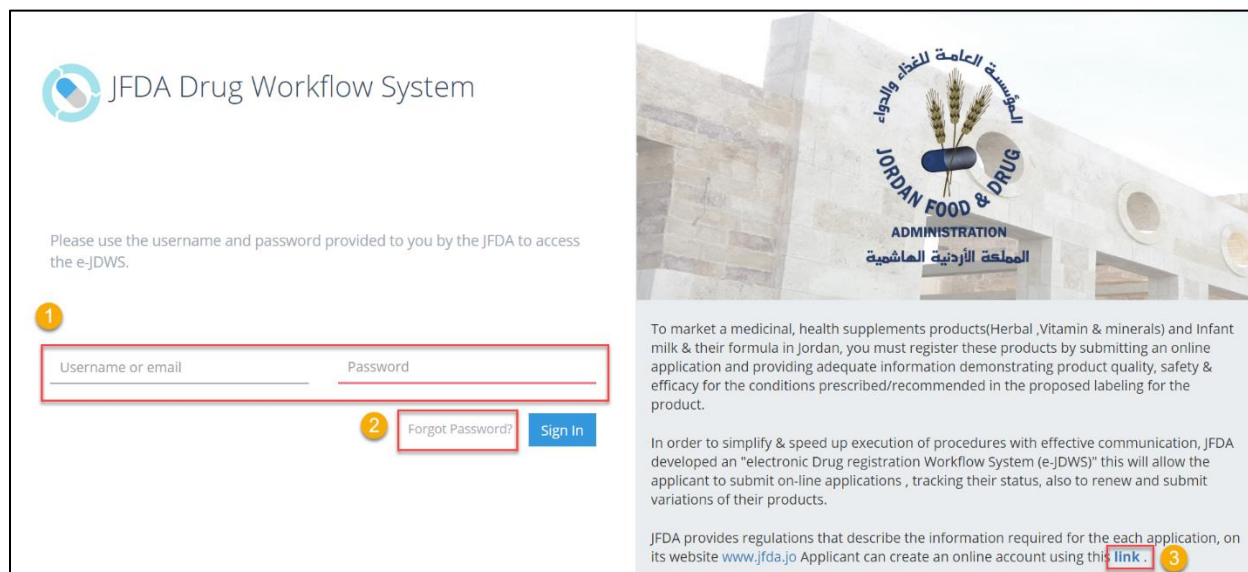
Figure (1) - JFDA website

3.2 Login Page

1-If you have an account; provided to you by JFDA fill the Username & Password fields as shown in the figure (2).

2-If you forget your password; press forgot password link to change the old password.

3-If you don't have an account please click on the below link to register as a new user.



Please use the username and password provided to you by the JFDA to access the e-JDWS.

1

Username or email Password

2 Forgot Password? Sign In

المصلحة العامة للغذاء والدواء
JORDAN FOOD & DRUG
ADMINISTRATION
المملكة الأردنية الهاشمية

To market a medicinal, health supplements products(Herbal ,Vitamin & minerals) and Infant milk & their formula in Jordan, you must register these products by submitting an online application and providing adequate information demonstrating product quality, safety & efficacy for the conditions prescribed/recommended in the proposed labeling for the product.

In order to simplify & speed up execution of procedures with effective communication, JFDA developed an "electronic Drug registration Workflow System (e-JDWS)" this will allow the applicant to submit on-line applications , tracking their status, also to renew and submit variations of their products.

JFDA provides regulations that describe the information required for the each application, on its website www.jfda.jo Applicant can create an online account using this [link](#).

3

Figure (2) - Login Page of Drug Workflow System

3.2.1 Forgot Password

- If you forgot your password please follow these instruction to change it:
 - 1- Enter your email that existing in the login information (When you create a new account), then press submit button as shown in the figure (3).
 - 2-The system send you an email ,please check your mail then press on the reset password link.
 - 3-Enter your new password then confirm it , figure (4).
 - 4- Click on Reset Button as shown in the figure (5).

JFDA Drug Workflow System

Please use the username and password provided to you by the JFDA to access the e-JDWS.

Forgot Password ?

Enter your e-mail address below to reset your password.

1

Back SUBMIT

Figure (3) - Forgot Password – Enter Email

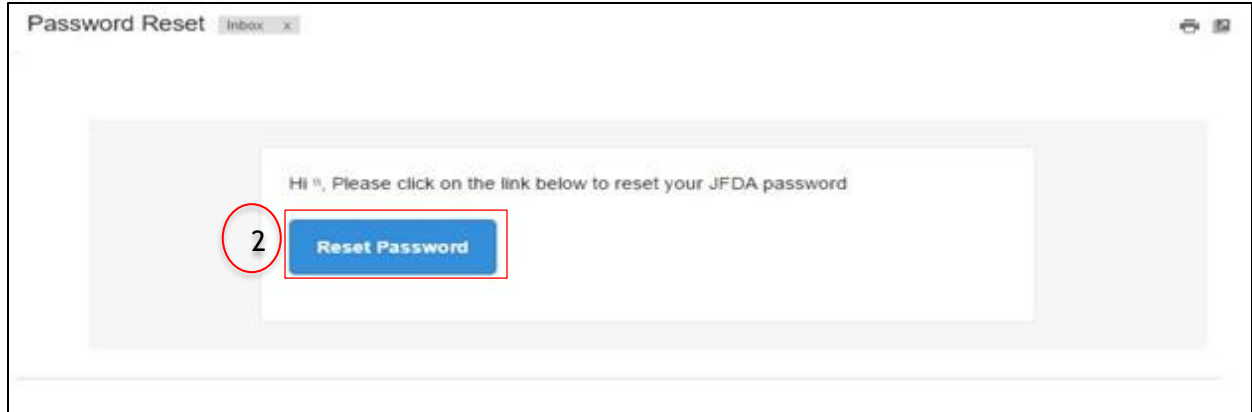


Figure (4) – Reset Password Link



Figure (5) – Reset Password

3.3 Create New Account

- If you don't have an account to use the Drug Registration System Please follow these instructions:
 - 1- Click on the link that existing in the right corner of the home page as shown in the figure (6).
 - 2- If you are a user of the drug registration system, you should use the following link from within your e-JDWS profile to submit a user request for import and export system as shown in the figure (7).
 - 3- If you are a new user of import and export system and you do not have any profile on the drug registration system you should click on the link located in the home page and choose the user import and export only as shown in Figure (8).

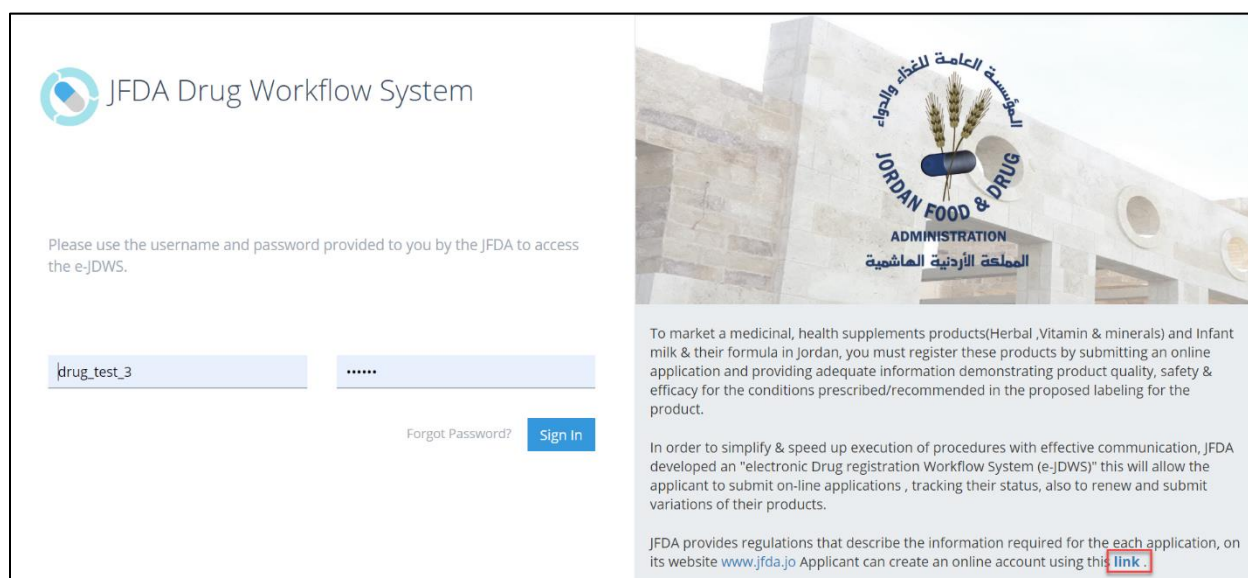


Figure (6) - User Registration Link

The screenshot shows the 'Import / Export Registration' page in the e-JDWS system. The left sidebar contains a menu with 'Import / Export Registration' highlighted in red. The main content area has a teal header 'Import / Export Registration' and two tabs: 'Approval Pharmacist' (selected) and 'Invoices Responsible Person'. Below the tabs are input fields for 'First Name *', 'Middle Name', 'Last Name *', 'Mobile *', and 'Email *'. A 'Submit' button is positioned at the bottom right of the form area.

Figure (7) – e-JDWS Users – Import / Export Registration

The screenshot displays the 'USER REGISTRATION' page. At the top left is the title 'USER REGISTRATION' and a 'User Manual' button at the top right. Below the title is a dropdown menu for 'Agent Type' with the text 'Please select your agent type'. There are three large buttons: 'Local Company' (teal), 'Drug Store' (blue), and 'Other' (teal). Below these buttons is a dark grey section titled 'Import / Export Only' with sub-options for 'Public Sector Parties' and 'Private Sector Parties'.

Figure (8) - User Registration - Import / Export Only Registration

3.3.1 Create New Account for IES Users

- If you want to register as IES user and you are an e-JDWS User you should fill the following steps:
 1. Approval Pharmacist.
 2. Invoices Responsible Person.
- If you are a new user of import and export system and you do not have any profile on the drug registration system you should fill the following steps:
 1. Login information.
 2. Agent information.
 3. Approval Pharmacist.
 4. Invoices Responsible Person.

Note: Mobile Number and Phone Number should be a Jordanian number.

3.3.1.1 E-JDWS Users – IES User Registration Information

3.3.1.1.1 Approval Pharmacist

- The 1st step is an Approval Pharmacist details that contains the following fields:
 - 1- First Name (Required).
 - 2- Middle Name (Optional).
 - 3- Last Name (Required).
 - 4- Mobile (Required).
 - 5- Email (Required).

Import / Export Registration

Import / Export Registration

Approval Pharmacist

Invoices Responsible Person

First Name *

Middle Name

Last Name *

Mobile *

Email *

Figure (9) – Approval Pharmacist Step Information

3.3.1.1.2 Invoices Responsible Person

- The 2nd step is an Invoices Responsible Person details that contains the following fields:
 - 1- First Name (Required).
 - 2- Middle Name (Optional).
 - 3- Last Name (Required).
 - 4- Mobile (Required).
 - 5- Email (Required).

Import / Export Registration

Import / Export Registration

Approval Pharmacist Invoices Responsible Person

First Name *

Middle Name

Last Name *

Mobile *

Email *

Figure (10) – Invoices Responsible Person Step Information

3.3.1.2 Import / Export Users Only – IES User Registration Information

3.3.1.2.1 Login Information

- The 1st step is a login information details that contains the following fields:
 - 1- Username.
 - 2- Password.
 - 3- Confirm the Password.
 - 4- Email.
- To move for the next step please press the continue button as shown in the figure 11.
- **Note: This E-mail address will be used to confirm your request and to describe for you all required documents and fees that should be submitted to activate your account in JFDA.**

The screenshot shows a multi-step registration process. At the top, a progress bar contains four numbered steps: 1. Login Information (highlighted with a red box), 2. Agent Information, 3. Approval Pharmacist, and 4. Invoices Responsible Person. Below the progress bar, the text 'Provide your login details.' is followed by four input fields: 'Username *' with the value 'drug_test_3', 'Password *' with masked characters '.....', 'Confirm Password *' (empty), and 'Email *' (empty). A note below the password field states: 'Password must contain letters from A-Z, digits, and special characters'. At the bottom of the form is a 'Continue >' button.

Figure (11) – Login Information

3.3.1.2.2 Agent Information

- The 2nd step is an Agent information that contains the following fields:
 - 1- Agent name in English and Arabic.
 - 2- Manager first name, middle name and last name.
 - 3- Office address details.
 - 4- Email.
 - 5- Mobile number and phone number.
 - 6- Define if the user is governmental party or not.
- To move for the next step please press the continue button, if you want to go back for the previous step please press back button as shown in the figure 12.
- **Note: This E-mail address and Mobile Number will be used to get in touch with you for any Notifications from JFDA.**

USER REGISTRATION - STEP 2 OF 4

1

✓ Login Information

2

Agent Information

3

Approval Pharmacist

4

Invoices Responsible Person

Agent legally responsible for placing the product on the market in Jordan.

Agent name in English *	<input type="text"/>
Agent name in Arabic *	<input type="text"/>
Manager First name *	<input type="text"/>
Manager Middle name	<input type="text"/>
Manager Last name *	<input type="text"/>
Office Address Line 1 *	<input type="text"/>
Office Address Line 2	<input type="text"/>
Office Address Line 3	<input type="text"/>
Postal Zip Code	<input type="text"/>
City *	<input type="text"/>
Country *	<input type="text" value="Jordan"/>
E-mail *	<input type="text"/>
	<small>This E-mail address will be used to get in touch with you</small>
Mobile No. *	<input type="text"/>
	<small>This number will be used to get in touch with you via sms</small>
Phone *	<input type="text"/>
	Ext <input type="text"/>
Fax	<input type="text"/>
Are You a Governmental Party ? *	<input type="radio"/> Yes <input type="radio"/> No

< Back
Continue >

Figure (12) – Agent Information

3.3.1.2.3 Approval Pharmacist

- Approval Pharmacist details that contains the following fields:
 - 6- First Name (Required).
 - 7- Middle Name (Optional).
 - 8- Last Name (Required).
 - 9- Mobile (Required).
 - 10- Email (Required).

USER REGISTRATION - STEP 3 OF 4

1

✓ Login Information

2

✓ Agent Information

3

Approval Pharmacist

4

Invoices Responsible Person

Approval Pharmacist

First Name *

Middle Name

Last Name *

Mobile No. *

This number will be used to get in touch with you via sms

E-mail *

This E-mail address will be used to get in touch with you

< Back
Continue >

Figure (13) – Approval Pharmacist

3.3.1.2.4 Invoices Responsible Person

- Invoices Responsible Person details that contains the following fields:
 - 6- First Name (Required).
 - 7- Middle Name (Optional).
 - 8- Last Name (Required).
 - 9- Mobile (Required).
 - 10- Email (Required).

USER REGISTRATION - STEP 4 OF 4

1

✓ Login Information

2

✓ Agent Information

3

✓ Approval Pharmacist

4

Invoices Responsible Person

Invoices Responsible Person

First Name *

Middle Name

Last Name *

Mobile No. *

This number will be used to get in touch with you via sms

E-mail *

This E-mail address will be used to get in touch with you

< Back
Submit ✓

Figure (14) – Invoices Responsible Person