

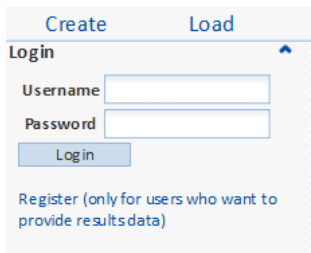
## EMA account creation

The creation of a EMA account is needed in order to access the EudraCT website for the purpose of [uploading a third country file](#) or [becoming a results user](#) for the purpose of [posting results](#). A full overview of EudraCT processes is provided in the [EudraCT step-by-step guide](#). In case support is needed, see [here](#).

### Set up an EMA account (username and password)

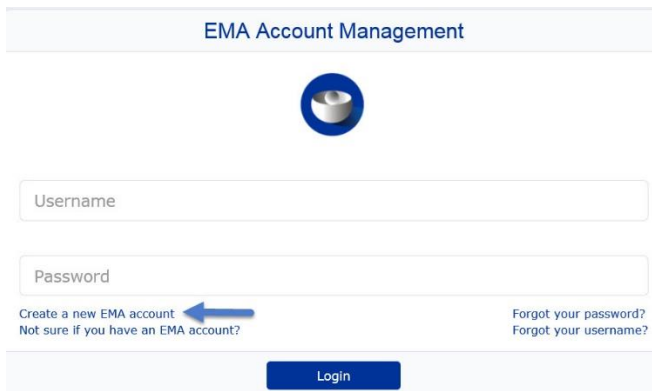
In case you do not have an EMA account already, you need to create one.

1. Check first if you have an EMA account through trying to log in [the EMA account registration page](#). If you can access the page, skip this section and activate your account with a results user role, [see relevant step](#).
2. If you do not have an EMA account, you can access the Registration form directly through this [link](#) , or, in alternative, select Register from the webpage [EudraCT tools & login](#):



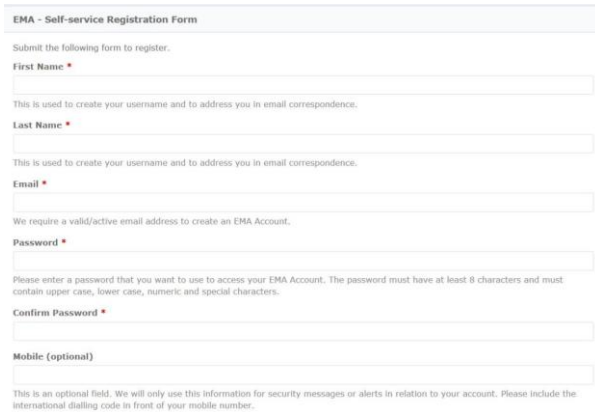
The screenshot shows a web interface with two tabs: 'Create' and 'Load'. Below the tabs is a 'Login' section with a dropdown arrow. It contains two input fields: 'Username' and 'Password', followed by a 'Login' button. Below the login section is a link that says 'Register (only for users who want to provide results data)'.

3. Click then 'Sign in' and the following screen is displayed:



The screenshot shows the 'EMA Account Management' page. It features a blue circular icon with a white pill. Below the icon are two input fields: 'Username' and 'Password'. At the bottom, there is a 'Login' button. To the left of the button, there is a link 'Create a new EMA account' with a blue arrow pointing to it, and the text 'Not sure if you have an EMA account?'. To the right of the button, there are two links: 'Forgot your password?' and 'Forgot your username?'.

4. Click on 'Create a new EMA account' and fill in the required fields. Fields with a red asterisk are mandatory and must be filled in.



EMA - Self-service Registration Form

Submit the following form to register.

**First Name \***

This is used to create your username and to address you in email correspondence.

**Last Name \***

This is used to create your username and to address you in email correspondence.

**Email \***

We require a valid/active email address to create an EMA Account.

**Password \***

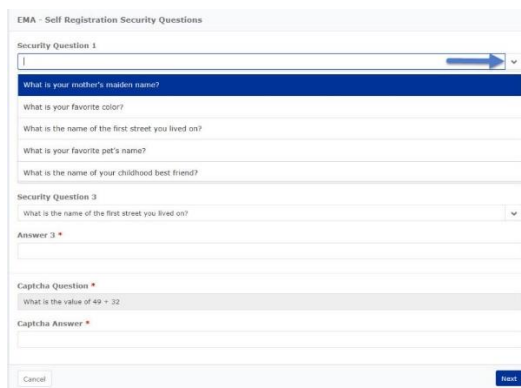
Please enter a password that you want to use to access your EMA Account. The password must have at least 6 characters and must contain upper case, lower case, numeric and special characters.

**Confirm Password \***

**Mobile (optional)**

This is an optional field. We will only use this information for security messages or alerts in relation to your account. Please include the international dialling code in front of your mobile number.

5. Once all mandatory information has been inserted, you need to agree with the terms of the data protection statement and click on 'Register'.
6. You are then directed to the self-registration security questions screen. Using the drop-down menu select the first security question and enter the answer.



EMA - Self Registration Security Questions

Security Question 1

What is your mother's maiden name?

What is your favorite color?

What is the name of the first street you lived on?

What is your favorite pet's name?

What is the name of your childhood best friend?

Security Question 3

**Answer 3 \***

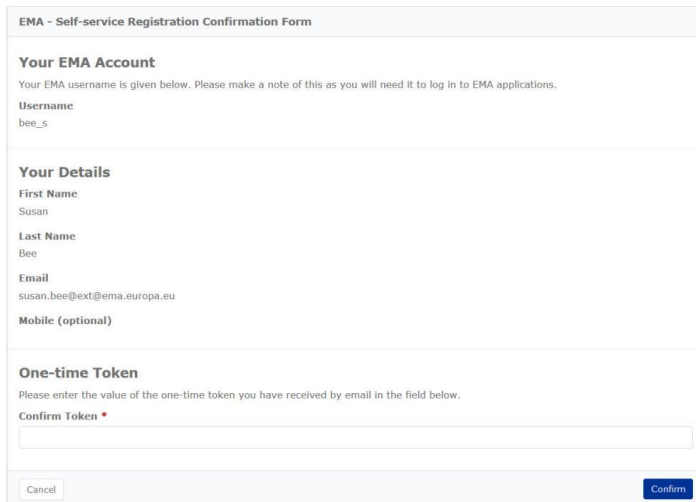
**Captcha Question \***

What is the value of  $49 + 32$

**Captcha Answer \***

Cancel

7. Now select the 2nd and the 3rd question and provide the answers. Answer the Capcha question and click on 'Next' and the self-service registration confirmation form is displayed.

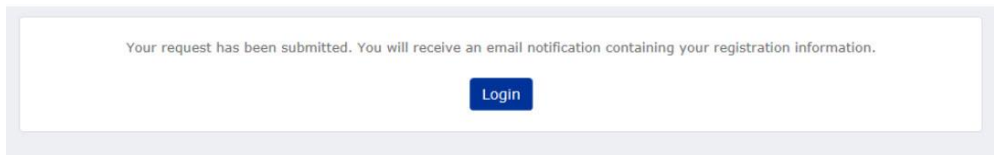


The image shows a web form titled "EMA - Self-service Registration Confirmation Form". It is divided into three main sections: "Your EMA Account", "Your Details", and "One-time Token".

- Your EMA Account:** A heading followed by the text "Your EMA username is given below. Please make a note of this as you will need it to log in to EMA applications." Below this, the "Username" is listed as "bee\_s".
- Your Details:** A heading followed by three fields: "First Name" (Susan), "Last Name" (Bee), and "Email" (susan.bee@ext@ema.europa.eu). There is also a "Mobile (optional)" field which is currently empty.
- One-time Token:** A heading followed by the text "Please enter the value of the one-time token you have received by email in the field below." Below this is a "Confirm Token" label and an empty text input field.

At the bottom of the form, there are two buttons: "Cancel" on the left and "Confirm" on the right.

8. Enter the value of the one-time token you have received by email.
9. Submit the application and the following screen is displayed:



The image shows a confirmation message screen with a light blue border. The text inside reads: "Your request has been submitted. You will receive an email notification containing your registration information." Below the text is a blue button labeled "Login".

10. An email is sent to the address you provided which contains your registration information. You should now be able to login here <https://eudract.ema.europa.eu/results-web/> with your EMA username and password. Please note that **access may take up to 2 hours to be granted**: in case you cannot immediately log in, you are advised to wait for around 15 minutes before trying again.

Note: in case you need to change your EMA account password, follow the instructions described in the [EMA account management](#) website.

## Support needed?

For questions, refer to our [Frequently Asked Questions](#). If the answer to your question is not there, [Contact us](#).