Process Guide

1. Homepage Overview

The homepage/landing page features the registration and login functionalities as well as Electronic Common Technical Document (eCTD) Resources.

2. Navigation

Navigating the platform is akin to navigating any typical website or web application. This portal makes use of links, buttons, and forms to present its functionalities. The navigational options available when logged in are different from those available when logged out.

Logged Out: A user can only review the provided resources, register a new account, or log in to an existing account.

Logged In: Functionality of logged in users are detailed in different sections below.

2.1. Main Menu
- **Login**
- **Register**.
- **ECTD Resources**
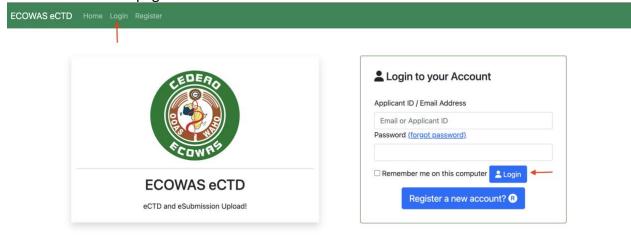
2.2. Footer Links
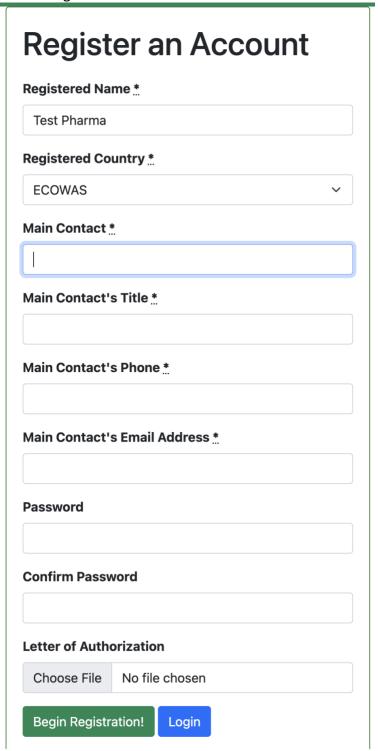- **Copyright information**

3. Account Creation and Login

The account creation process on this portal is not atypical of most websites, however, upon successfully completing the registration process, the account must be approved by the authorities before it can login to the portal and be utilized. Below is a sample walkthrough.

Registration Process:
1. Click the Register Link on the top menu homepage or click the "Register a new account" button on the main page

2. Fill in the registration form

Register an Account

**Registered Name *

Test Pharma

**Registered Country *

ECOWAS

**Main Contact *

**Main Contact's Title *

**Main Contact's Phone *

**Main Contact's Email Address *

Password

Confirm Password

Letter of Authorization

| Choose File | No file chosen |

Begin Registration!   Login

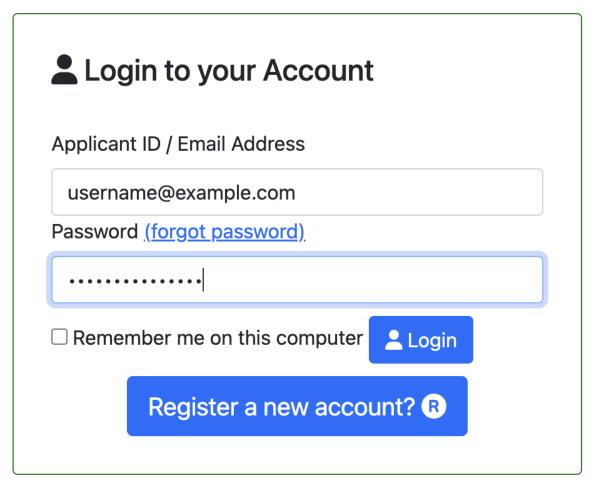3. Upon approval, you will receive the following notification by email

Congratulations!

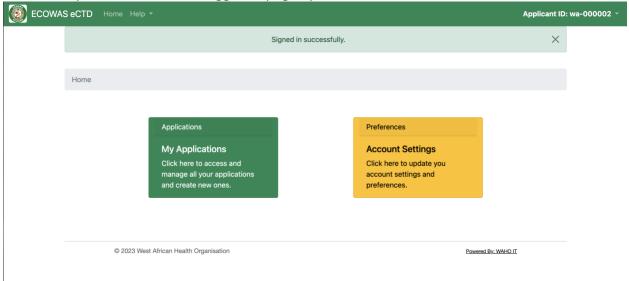Your account on the ECOWAS eCTD platform has been approved. You can now log in and start using our services.

Please do not reply to this email. This email was autogenerated.

ECOWAS eCTD Team

4. Go back to the homepage at https://ectd.wahooas.org and fill in your login details, and click login

👤 Login to your Account

Applicant ID / Email Address

username@example.com

Password (forgot password)

••••••••••••••

☐ Remember me on this computer   👤 Login

Register a new account? Ⓡ

5. You will be presented with the logged in page upon successful authentication.
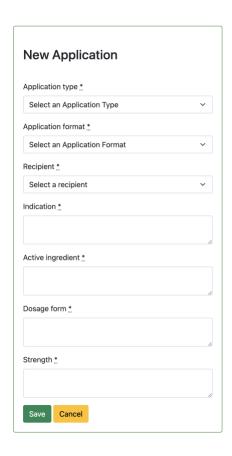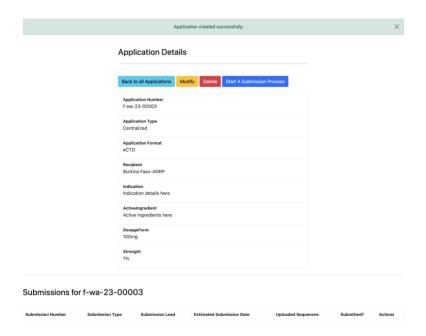

4. Application Process

To submit a new application, click on the "Applications" card on the logged in page. All your applications will be listed. To start a new one, click the blue button titled "New Application"

Complete this and submit, after which you will be taken to the application page

Upon submission, you can start a submission process for this application.

5. Submission Process
To start a submission process, go the desired application page following the guide above (or homepage -> applications -> desired application) and click on the "Start A Submission Process"

New Submission

Submission type *

Select an Submission Type ⌄

Submission lead *

Select an Submission Lead ⌄

Estimated submission date

| 2023 ⌄ | October ⌄ | 31 ⌄ |

Save   Cancel

Complete the submission form and you are now taken back to the application page, but with the submission details added.

Submission was successfully created.   ✕

Application Details

| Back to all Applications | Modify | Delete | Start A Submission Process |

Application Number
f-wa-23-00003

Application Type
Centralized

Application Format
eCTD

Recipient
Burkina Faso-ANRP

Indication
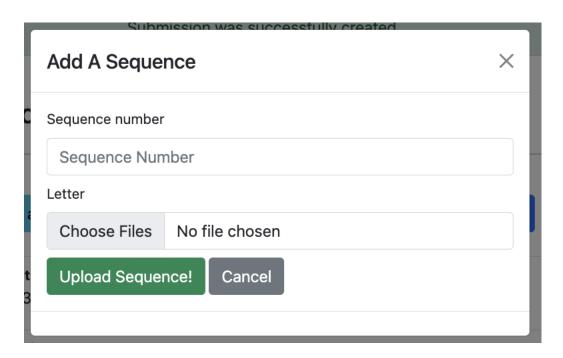Indication details here

ActiveIngredient
Active ingredients here

DosageForm
100mg

Strength
1%

Submissions for f-wa-23-00003

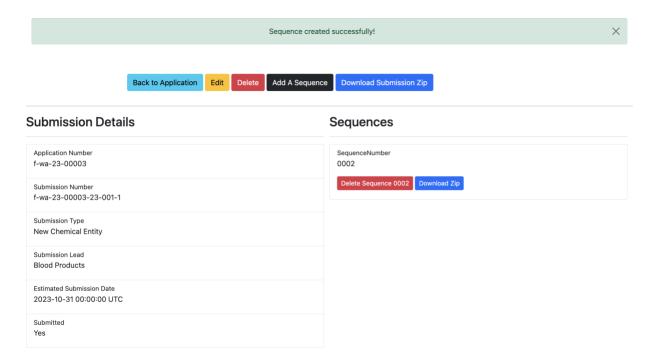| Submission Number	Submission Type	Submission Lead	Estimated Submission Date	Uploaded Sequences	Submitted?	Actions
f-wa-23-00003-23-001-1	New Chemical Entity	Blood Products	2023-10-31	0	Yes	Modify Withdraw Download Submission Zip Add A Sequence

From here, you can begin to add sequences to this submission by clicking the "Add A Sequence" button which will open the following modal page.

Add A Sequence

Sequence number

Sequence Number

Letter

Choose Files   No file chosen

Upload Sequence!   Cancel

This modal Allows you to select your prepared sequence folder and it will upload all nested documents within that folder.

Upon successful sequence upload, you are taken to the submission details page to review all sequences for this submission.

Sequence created successfully!   ×

Back to Application   Edit   Delete   Add A Sequence   Download Submission Zip

Submission Details

Application Number
f-wa-23-00003

Submission Number
f-wa-23-00003-23-001-1

Submission Type
New Chemical Entity

Submission Lead
Blood Products

Estimated Submission Date
2023-10-31 00:00:00 UTC

Submitted
Yes

Sequences

SequenceNumber
0002

Delete Sequence 0002   Download Zip

When you receive feedback from the review team, you can upload additional sequences.

7. Technical Support / Contact Information
Send email to ectd@wahooas.org