

## 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

The image shows a screenshot of the ECOWAS eCTD website. At the top, there is a green navigation bar with the text "ECOWAS eCTD" and links for "Home", "Login", and "Register". A red arrow points to the "Login" link. Below the navigation bar, there are two main sections. On the left is the ECOWAS eCTD logo, which features a circular emblem with the text "CEDEAO" at the top, "ECOWAS" at the bottom, and "eCTD" in the center. Below the logo, the text "ECOWAS eCTD" and "eCTD and eSubmission Upload!" is displayed. On the right is a "Login to your Account" form. The form has a title "Login to your Account" and a subtitle "Applicant ID / Email Address". It contains two input fields: "Email or Applicant ID" and "Password (forgot password)". Below the password field is a checkbox labeled "Remember me on this computer" and a blue "Login" button with a red arrow pointing to it. At the bottom of the form is a blue button labeled "Register a new account?" with a registered trademark symbol (®).

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

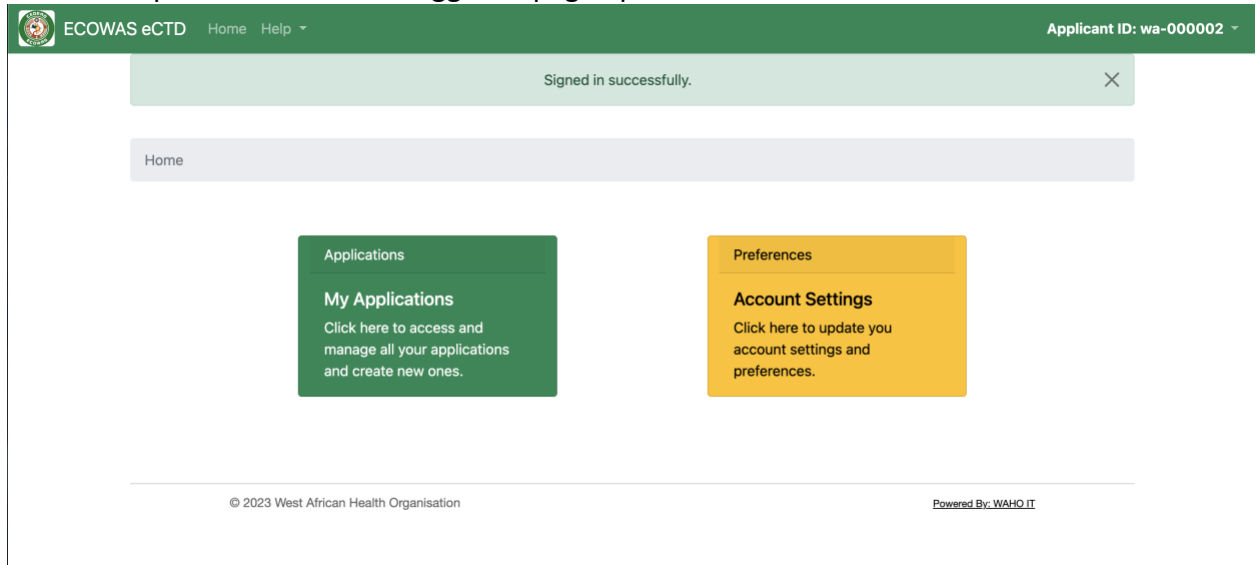
## Login to your Account

Applicant ID / Email Address

Password ([forgot password](#))

Remember me on this computer

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”

##### My Applications

[New Application](#)

Application Number	Application Format	Application Type	Recipient	Indication	Active Ingredient	Dosage Form	Strength	Actions
f-wa-23-00001	eCTD	Centralized	Nigeria-NAFDAC	ind	act	200mg	20%	<a href="#">Modify</a> <a href="#">Delete</a>

## New Application

Application type \*

Select an Application Type

Application format \*

Select an Application Format

Recipient \*

Select a recipient

Indication \*

Active ingredient \*

Dosage form \*

Strength \*

Save Cancel

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

Application created successfully.

### Application Details

[Back to all Applications](#)
[Modify](#)
[Delete](#)
[Start A Submission Process](#)

<b>Application Number</b> f-wa-23-00003
<b>Application Type</b> Centralized
<b>Application Format</b> eCTD
<b>Recipient</b> Burkina Faso-ANRP
<b>Indication</b> Indication details here
<b>ActiveIngredient</b> Active ingredients here
<b>DosageForm</b> 100mg
<b>Strength</b> 1%

### Submissions for f-wa-23-00003

Submission Number	Submission Type	Submission Lead	Estimated Submission Date	Uploaded Sequences	Submitted?	Actions
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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

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](#)

<b>Application Number</b> f-wa-23-00003
<b>Application Type</b> Centralized
<b>Application Format</b> eCTD
<b>Recipient</b> Burkina Faso-ANRP
<b>Indication</b> Indication details here
<b>ActiveIngredient</b> Active ingredients here
<b>DosageForm</b> 100mg
<b>Strength</b> 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	<a href="#">Modify</a> <a href="#">Withdraw</a> <a href="#">Download Submission Zip</a> <a href="#">Add A Sequence</a>

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.

Submission was successfully created

### Add A Sequence ✕

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
<span style="background-color: #dc3545; color: white; padding: 2px 10px; margin-right: 5px;">Delete Sequence 0002</span> <span style="background-color: #007bff; color: white; padding: 2px 10px;">Download Zip</span>

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



## **7. Technical Support / Contact Information**

Send email to [ectd@wahooas.org](mailto:ectd@wahooas.org)