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

   ![Login to your Account]
   
   **ECOWAS eCTD**
   
   eCTD and eSubmission Upload!
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](https://ectd.wahooas.org) and fill in your login details, and click login
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”

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Application Format</th>
<th>Application Type</th>
<th>Recipient</th>
<th>Indication</th>
<th>Active Ingredient</th>
<th>Dosage Form</th>
<th>Strength</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>f-wa-23-000001</td>
<td>eCTD</td>
<td>Centralized</td>
<td>Nigeria-NAFDAC</td>
<td>ind</td>
<td>act</td>
<td>200mg</td>
<td>20%</td>
<td>Modify</td>
</tr>
</tbody>
</table>

5. You will be presented with the logged in page upon successful authentication.
Complete this and submit, after which you will be taken to the application page

Application created successfully

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.

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.
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.

When you receive feedback from the review team, you can upload additional sequences.
7. Technical Support / Contact Information
Send email to ectd@wahoos.org