

## Access to eBS Website

On 5 November 2008, Sponsors will be re-directed from the current SIME Website to the new eBS Public website.

From here you will be able to log onto the eBS Secure Website and access the eBS business systems.

All current SIME User Accounts and passwords will continue to work in eBS. There will be no need to re-issue accounts or passwords.

## Email notification of Approval

(Excluding Premier)

On approval of an application, eBS will send an email to the 'Submitter' advising the ARTG ID and where a copy of the ARTG Certificate can be printed directly from the web.

The email details will be taken from the User Account details held in the system.

It will therefore be essential that you keep your email details current. To check your contact details, Users should contact your Master Account holder.

## Printing the ARTG Certificate

Sponsors will be able to print their own ARTG Certificates from the Secure website.

To do this: open **TGA Information**, select either '**Current Medicine**' or '**Current Device**', identify the ARTG entry, select '**Action**' next to the entry and select '**Certificate**'. A PDF document will be provided which can then be printed.

## eBS Registered Account

There are two types of eBS Registered Accounts:

### MASTER ACCOUNT

The Master Account is used by the company's administrator to create and manage the eBS User Accounts for their organisation.

Logging on as a Master Account will take you to the Master website where you will only have access to your User Accounts. It does not provide access to the eBS Secure website or the Business systems.

The User Name for a Master account will begin with the word Master (Master12345)

For more detail on setting up and managing the Master Account, From the eBS website, select Training / Master Account eLearning module.

### USER ACCOUNT

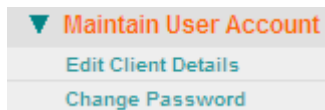
The User Accounts are set up and maintained by the Master Account holder. The User Accounts provide access to the eBS Secure Website and all business systems

The User Name for a Users account will contain a name and the Client ID (eg Fred\_12345)

### PASSWORDS

Passwords for both accounts are emailed to the User at the time of creation. TGA recommend that all users change their password the first time they log into the system.

This can be done via the '**Maintain User Account**' link on the Secure website:



Therapeutic Goods Administration

TGA eBusinessServices

eBS Website

# eBS Public Web

When opening the eBS website, Users will always be taken to the Public Web. The website provides access for the public or non registered users to TGA data and allows Registered Users to log on to the Secure website.

The TGA Information (for example 'Current Medicines') will display the Public ARTG information to public users. This is not a complete record of the ARTG entry.

## TGA eBusinessServices

- Report a Therapeutic Product Problem**
  - Medicine Deficiency or Defect
  - Adverse Reaction to a Medicine
  - Medical Device Problem

Report a **problem** with a Therapeutic Product
- TGA Information**
  - Current Medicines
  - Current Devices
  - Australian Manufacturers
  - Code Tables
  - Ingredients

**Current Medicines** or **Devices** listed on the Australian Register of Therapeutic Goods (ARTG).  
A complete list of Licenced **Australian Manufacturers** (or the 'Blue Book')
- Training**
  - Master Account
  - eBS Access Forms
  - Secure Login

TGA **Code Tables**  
Approved **Ingredients**  
Access **Training** information

# eBS Secure Web

Selecting the 'Secure Login' link on the Public website will provide Registered Users with access to the eBS Secure website. The Secure website has a Navigator that is broken up into the Portal information and the general navigator information. These two sections are shown below, however on the actual website the 'eBS Navigator' is located directly below the Portal (It has only been split here for the purpose of outlining the information).

### eBS Portal

- Portal - TGA Demo User**
  - View Drafts
  - View Lodged Submissions
  - Portal Help

View all DRAFTs or submitted application for all systems
- Create Applications & Submissions**
  - Listed Medicine**
    - General Listing
    - Composite Pack
    - Code Stock
    - Medicine Kit
    - Change Multiple Current Listings
    - Submission
    - Listed Medicine Label Checklist
  - Export Only Medicine**
  - Manufacturers**
  - Medical Device**
  - Over The Counter Medicine**
  - Prescription Medicine**

Create Application or Submit grouped by Business area
- Lodge Supporting Documentation**
  - Manufacturers

MIS- Lodge Supporting Documentation
- Maintain User Account**
  - Edit Client Details
  - Change Password

Edit or change Client details and or User Account Details

### eBS Navigator

- TGA Information**
  - Current Medicines
  - Current Devices
  - Australian Manufacturers
  - Code Tables
  - Ingredients

View Sponsors own current ARTG entries by Medicines or Devices  
Complete List of Australian Manufacturers (or the Blue Book)  
Access to TGA Code Tables  
View TGA Ingredient Lists
- Accepted Manufacturer Information**
  - Certifications
  - Clearances
  - Licenses

Sponsors view of their Accepted MIS Certifications, Clearances and Licences
- Accepted Medical Device Evidence**
  - SOLETRADE
  - Sponsor Cancellation
  - Online Invoice Payment

Sponsors Accepted Device Evidence  
New electronic Cancellation request of ARTG entries  
Link to the Bank Payment facility
- News**
  - Public News
  - Medical Devices
  - Manufacturers
  - Listed Medicines
  - Export Only Medicines

News items
- Help**
  - eBS Help
  - Frequently Asked Questions
  - Why Doesn't My Password Work?

Link to Electronic Help
- Training**
  - Master Account
  - Documentation
  - Logout

Access to Training modules  
Access to system User Guides  
Log off the system

**Note:** Documents printed from the web are mostly in PDF format.

Log onto the eBS Secure website

eBS forms to become a Registered User and access the Secure website