

REPUBLIC OF KENYA
MINISTRY OF MEDICAL SERVICES
PHARMACY AND POISONS BOARD

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PPB OFFICES
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NAIROBI.

When replying please quote

Ref No: Online User 001

10th October, 2013

**NOTICE TO ALL LOCAL TECHNICAL REPRESENTATIVES AND ALL
STAKEHOLDERS**

The Pharmacy and Poisons Board (PPB) would like to notify all Local Technical Representatives (Local Agents) that application for annual retention of products for the year 2014 shall be done online. In this regard, Local Agents are hereby informed that NO application shall be received in hard copy.

This notice will provide guidance to stakeholders on the steps to follow so as to register as an Online Portal User before on-line submission of annual retention. Local Agents will be required to assign one person to follow the following 11 steps so as to access the online user registration portal;

1. Step 1: Enter www.portal.pharmacyboardkenya.org on the URL of your browser or click the link for "Online Portal - User Registration" on the PPB website www.pharmacyboardkenya.org
2. Step 2 - Part I: Initial part of online User Registration: Enter the details of the person registering as an Online Portal User (See below - Online User Profile)
3. Step 3: Accept the Terms and Conditions
4. Step 4: Click Register to confirm your registration via email.
5. Step 5: E-Mail address Verification: PPB requires that you verify your email address when you use it to create an Online Portal User. That way, PPB can verify that the email address doesn't belong to someone else. When you register online (Step 2) and add an email address to your account, you will automatically receive an email request to verify your address. To verify, just follow the link in the message in order to complete your registration.
6. Step 6 - Part II: Completion of online Registration - Login Again using the user name and password you entered in step 2.
7. Step 7: Enter details of the Local Technical Representative (Local Agent) see below.
8. Step 8: Submit the completed Online Portal User.
9. Step 9: Wait for PPB to enable your registration and profile.
10. Step 10: Confirmation from PPB that your Online Portal User is active via email.
11. Step 11: Login to the system to start submission of your products for Annual Retention.

ONLINE USER PROFILE

In order for a Local agent to register as an Online Portal User, following information will be required;

Part I: Registration details of the person registering as an Online Portal User.

- First Name:
- Last Name:
- National Identity Card or Passport Number:
- Nationality
- Create account name
- Create Password:
- Confirm Password:

- Your current email address:
- To accept that you have read and understood the terms and conditions:
- Submission for E-mail address verification

Part II: Details of Local Technical Representative (Local Agent).

- Registered Company Name
- Business Type (drop down): Retail; Wholesale; Manufacturer (ONLY for Manufacturers domiciled within EAC)
- Ownership Type (drop down): Individual; Partnership; Company; Multinational
- Physical Location of the Head (Main) office (Plot No, Name or road / street, Town):
- Postal Address of the Head (Main) office (must be numeric)
- Town (drop down):
- County (drop down):
- Postal Code
- Telephone:
- Official Company Email address:

*Principal Pharmacist/Pharmaceutical Technologist Details	*Chief Executive Details
First Name Middle Name Last Name Nationality National Identity Card or Passport Number: Registration/Enrolment Number (Soft Copy of ID or Passport No. to be attached): Mobile Number: Email address:	First Name Middle Name Last Name Nationality National Identity Card or Passport Number: Mobile Number: Email address:

In case of any difficulty in registering as a user, please use the following email help@pharmacyboardkenya.org to communicate your challenges.

Yours Faithfully

Dr. Anthony Toroitich
For: Registrar