External User Guide

UAE PASS User Management

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1. Brief Overview

This manual aims to assist users to seamlessly link their UAE PASS with the Drug Registration System by implementing a streamlined linking process.
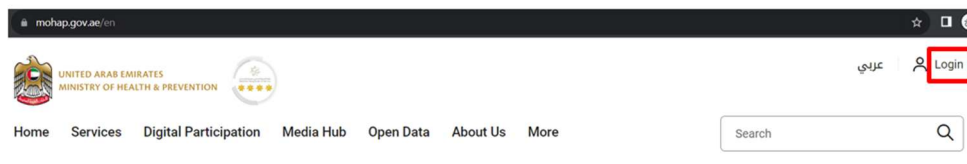
2. Prerequisites

User installed UAE PASS mobile application and created UAE PASS account successfully.

For more information, please visit https://uaepass.ae/faq

3. Login to Drug Registration System through EDE Portal

This is to enable users to seamlessly link their UAE PASS with a Drug Registration System, initiating from the EDE portal, by following these steps:
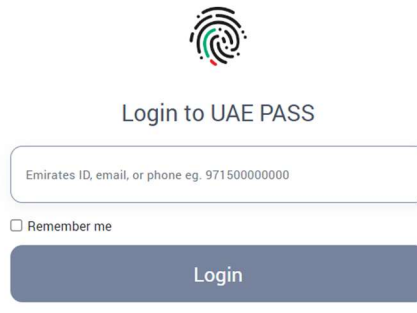
Step 1: Go to EDE Portal URL: https://EDE.gov.ae/ and Click on Login.

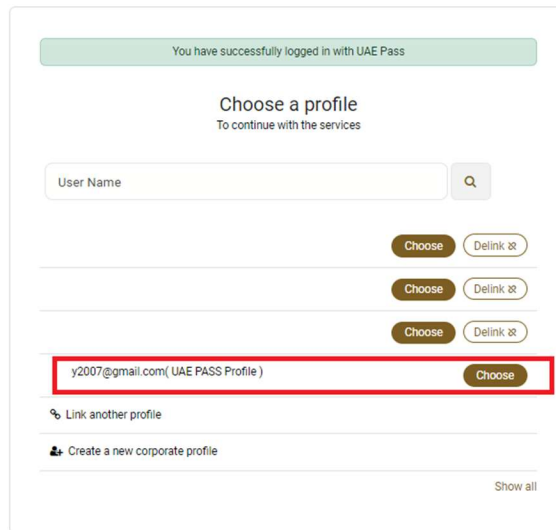Step 2: Click on the "Register" Option then 'Sign up with UAE PASS'.

Step 3: Enter either your Emirates ID, Email or Phone, which used to create your account in UAE PASS mobile application then Click on the "Login".

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Step 4: Grant Access through UAE PASS Application.

Step 5: System will List all the accounts under Logged-in UAE PASS (if any).

Step 6: Select the account that you would like to use by clicking on the 'Choose' button, in front of your account name.
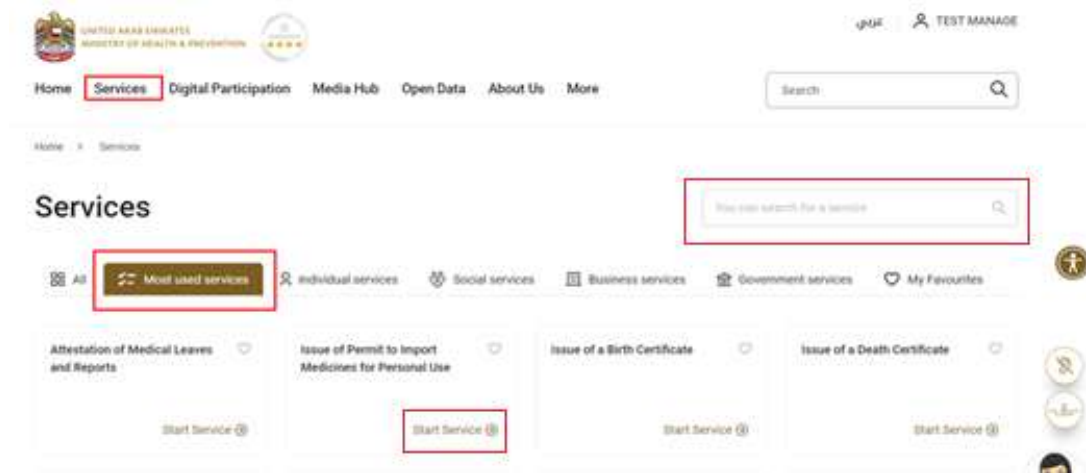

Step 7: System will redirect you to EDE Portal home page.

Step 8: Select the Drug Registration System Service that you would like to Request by Clicking on Services Menu.
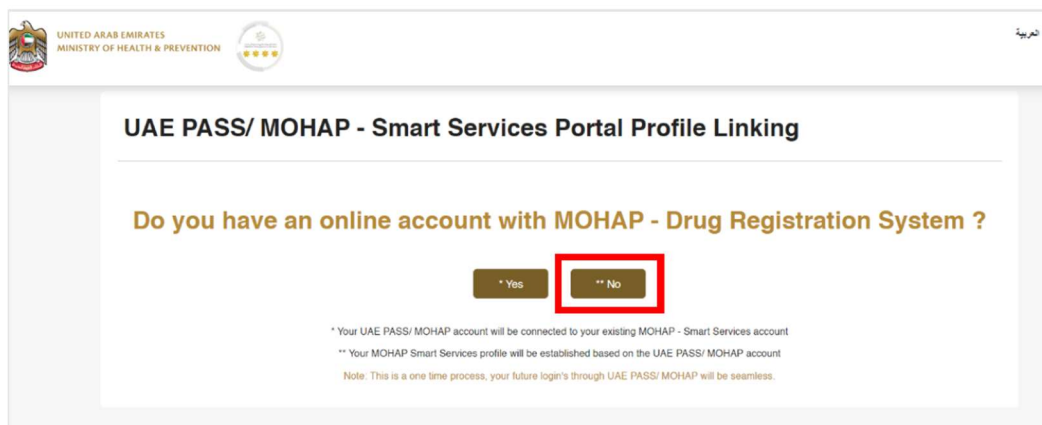
Step 9: Search by Service Name or Select the Service from the displayed List.
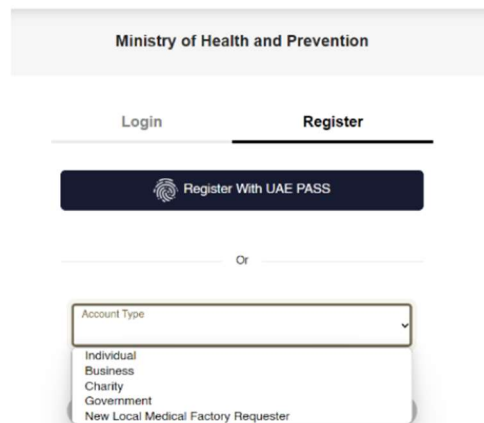
Step 10: Click on Start Service Link.

Step 11: You will be redirected to the Drug Registration System.

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a. Create New Account in Drug Registration System (by Clicking on 'No' button)
b. Link to an Existing Account in Drug Registration System (by Clicking on 'Yes' button)

- For Creating New Account, please follow the Steps from 12 to 17.
- For Link to an Existing Account follow the Steps from 18 to 19.

Step 12: Choose Account Type From the provided drop-down list.

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For Individual Account:

Step 13: Select "Individual" Account Type from the available account types.
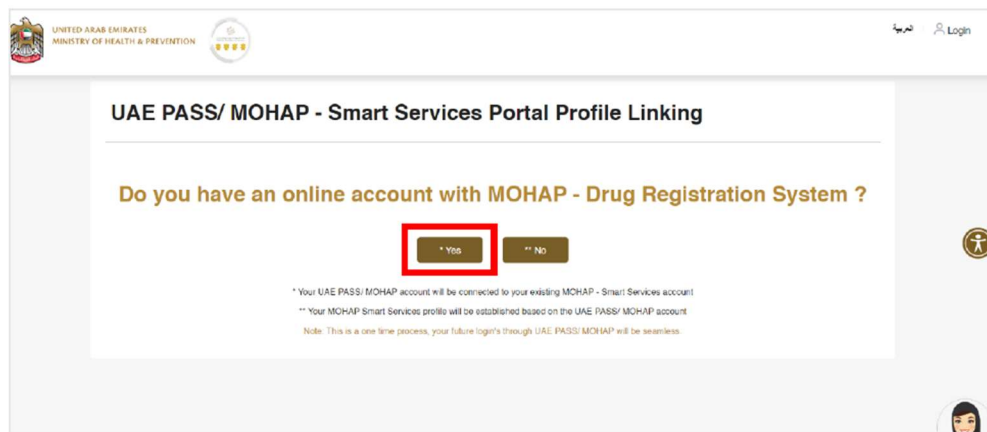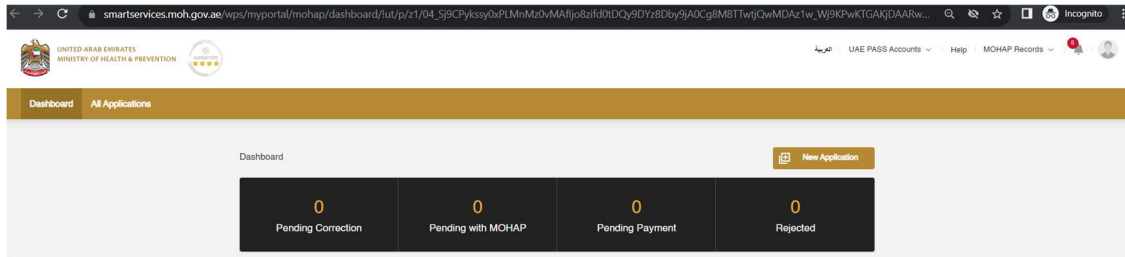Proceed to create your individual account.

For Business Account:

Step 14: Choose "Business" Account Type if you are registering as a business entity.
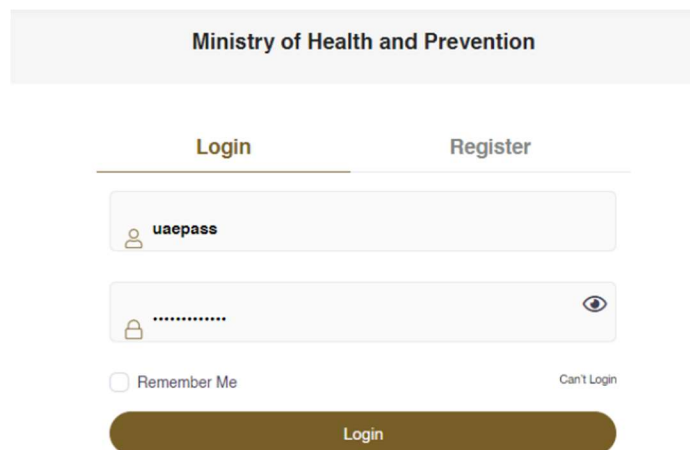
Step 15: Select Applicant Type from the drop-down list that best fits your business.

Step 16: Enter EDE License Details and proceed to create an account.

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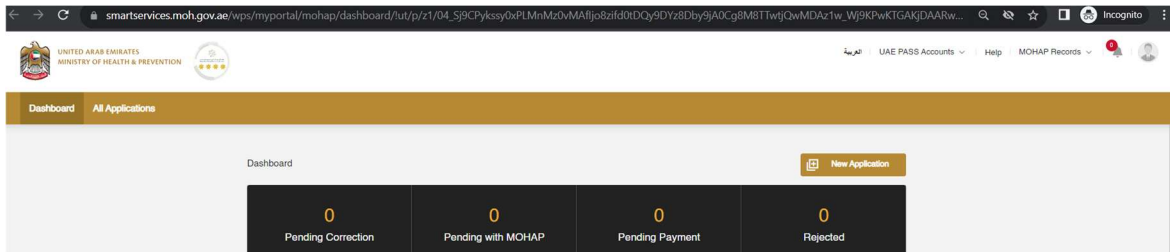www.ede.gov.ae

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Step 17: Successful Login into the Drug Registration System.

Step 18: Enter Your Credentials associated with your Drug Registration EDE account then Click on the "Login" button to proceed.

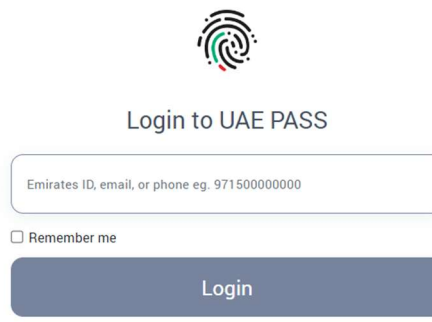Step 19: Successful Login to the Drug Registration System with the chosen account.

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4. Login with UAE PASS Initiating from Drug Registration System Portal

Step 1: Go to Registration Portal URL: https://smartservices.moh.gov.ae/wps/portal/EDE/login/

Step 2: Click on the "Register" Option then 'Register Using UAE PASS'.

Step 3: Enter either your Emirates ID, Email or Phone, which used to create your account in UAE PASS mobile application then Click on the "Login".
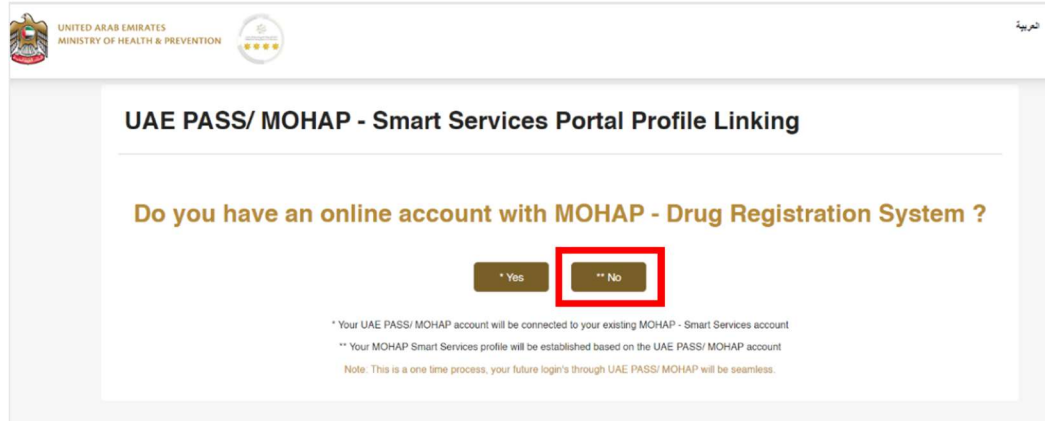

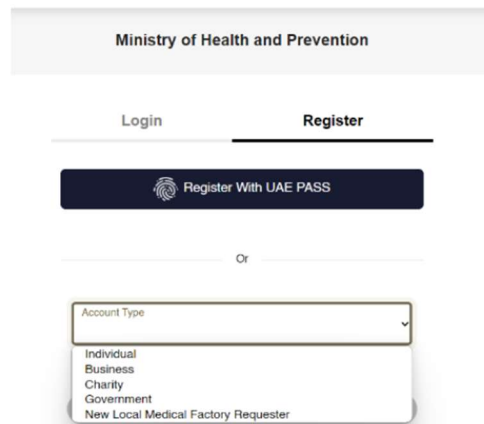Step 4: Grant Access through UAE PASS Application.

a. Create New Account in Drug Registration System (by Clicking on 'No' button)

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b. Link to an Existing Account in Drug Registration System (by Clicking on 'Yes' button)

▪ For Creating a New Account, please follow the Steps from 5 to 10.
▪ For Link to an Existing Account follow the Steps from 11 to 12.

Step 5: Choose Account Type From the provided drop-down list.

For Individual Account:
Step 6: Select "Individual" Account Type from the available account types.
Proceed to create your individual account.

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For Business Account:

Step 7: Choose "Business" Account Type if you are registering as a business entity.

Step 8: Select Applicant Type from the drop-down list that best fits your business.

Step 9: Enter EDE License Details and proceed to create an account.

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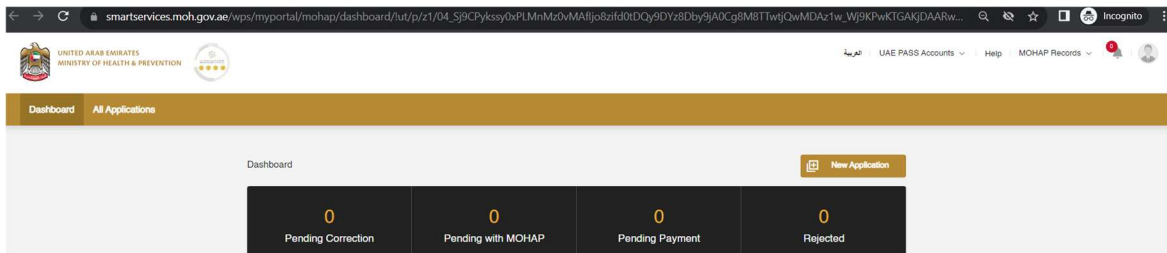
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Step 10: Successful Login into the Drug Registration System.

Step 11: Enter Your Credentials associated with your Drug Registration EDE account then Click on the "Login" button to proceed.

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Step 12: Successful Login to the Drug Registration System with the chosen account.

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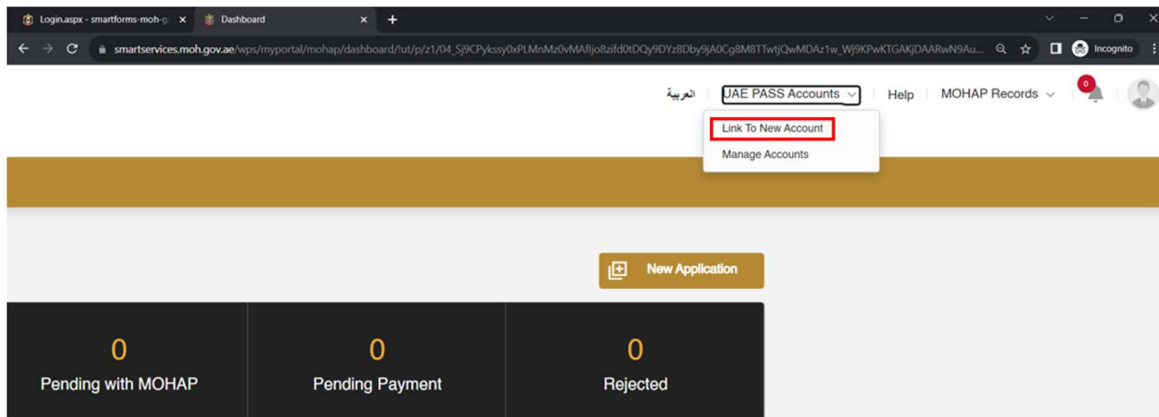
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5. Link More than one Drug Registration System Account under your UAE PASS Account.

To Link More than one Account under your UAE PASS account, you will have 2 options:
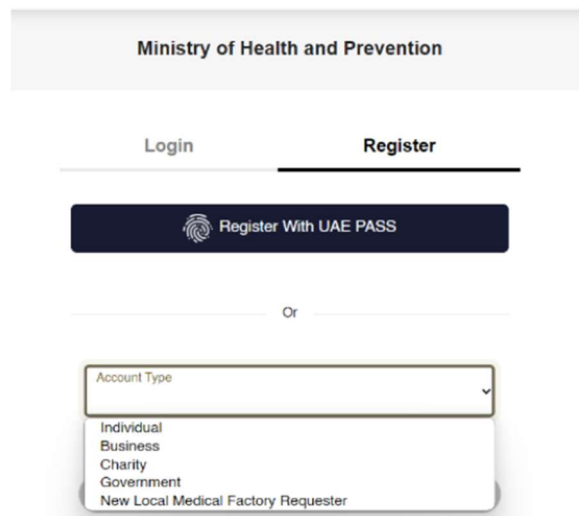
a. Link your UAE PASS account to a New Drug Registration System account. (Steps from 1 to 8)
b. Link your UAE PASS account to an Existing Drug Registration System account. (Steps from 9 to17)

Step 1: Go to Registration Portal URL: https://smartservices.moh.gov.ae/wps/portal/EDE/login/

Step 2: Navigate to 'UAE PASS Accounts' then Click on 'Link To New Account'.

Step 3: Choose Account Type From the provided drop-down list.

For Individual Account:
Step 4: Select "Individual" Account Type from the available account types.
Proceed to create your individual account.

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For Business Account:

Step 5: Choose "Business" Account Type if you are registering as a business entity.

Step 6: Select Applicant Type from the drop-down list that best fits your business.

Step 7: Enter EDE License Details and proceed to create an account.

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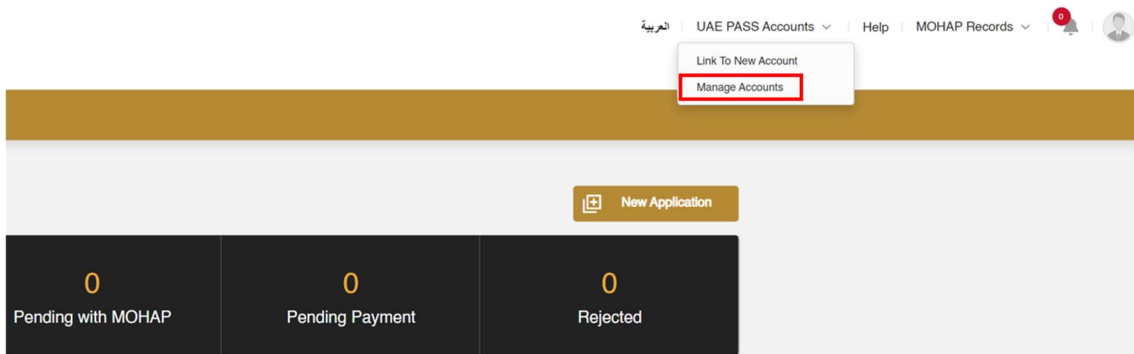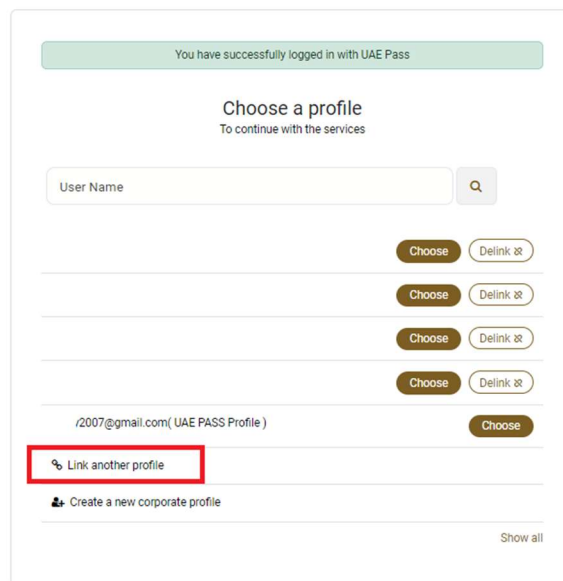
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Step 8: Successful Login with new account into the Drug Registration System.

Step 9: Navigate to 'UAE PASS Accounts' then Click on 'Manage Accounts'.

Step 10: Click on 'Link another profile'.

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Step 11: Enter the username and password for the registration system account, followed by clicking on 'Link account with UAE PASS' then select the account from the 'Profile List'.
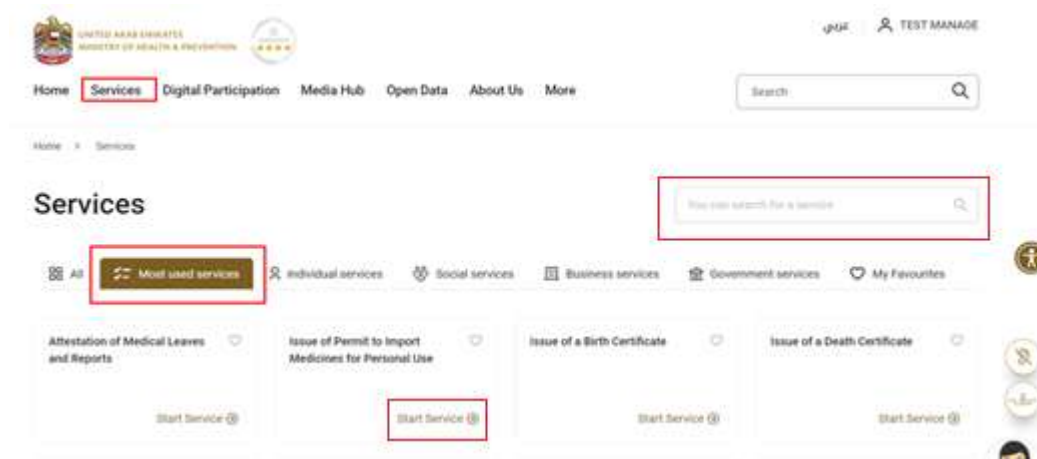

Step 12: Select the account from the 'Profile List'.

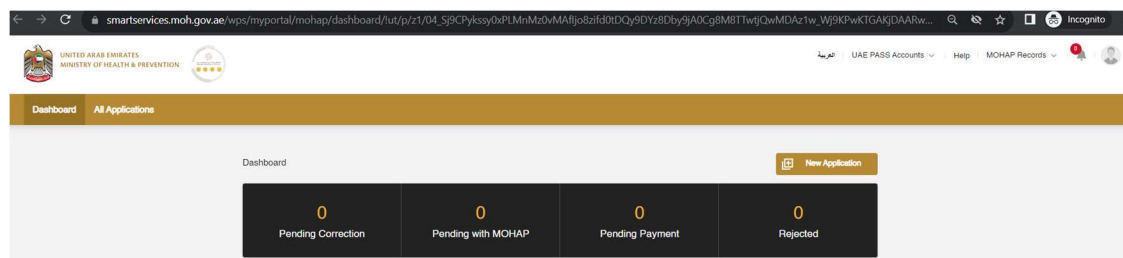Step 13: System will redirect you to EDE Portal home page.

Step 14: Select the Drug Registration System Service that you would like to Request by Click on Services Menu.

Step 15: Search by Service Name or Select the Service from the displayed List.

Step 16: Click on Start Service Link.

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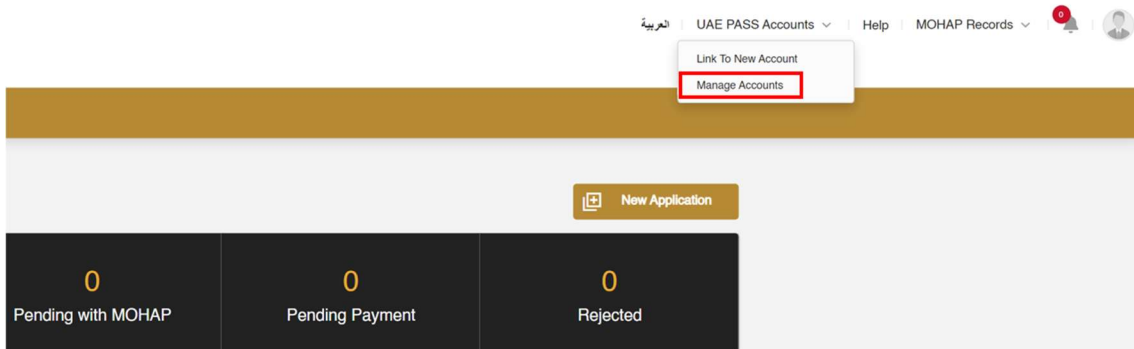Step 17: You will be redirected to the Drug Registration System with the chosen account.

6.0 Manage Accounts [Switch between accounts]

This feature enables users to seamlessly switch between their registration system accounts,
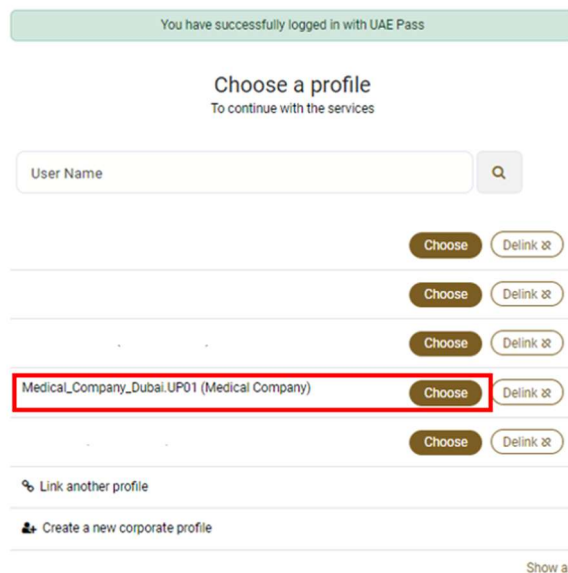
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initiating from the drug registration system, by following these steps:

Step 1: Login into Registration Portal: https://smartservices.moh.gov.ae/wps/portal/EDE/login/

Step 2: Navigate to 'UAE PASS Accounts' then Click on 'Manage Accounts'

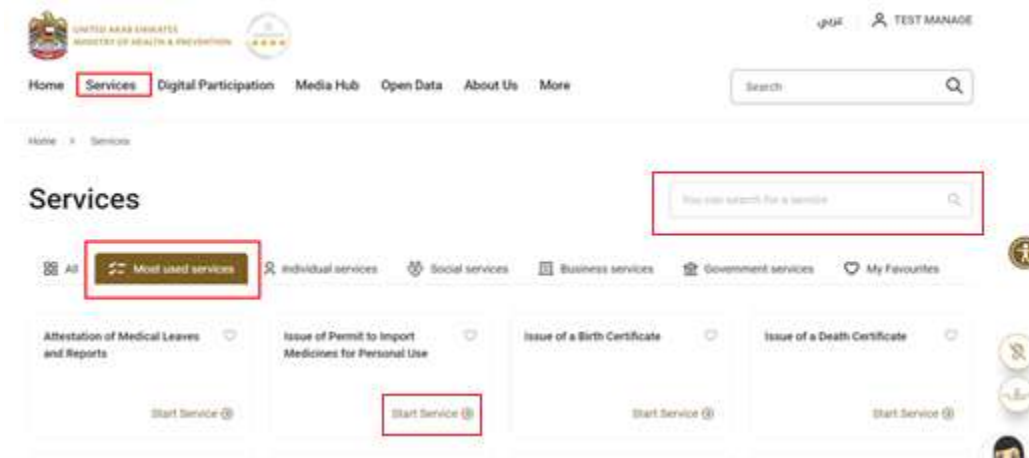Step 3: Choose the account from the list of accounts.

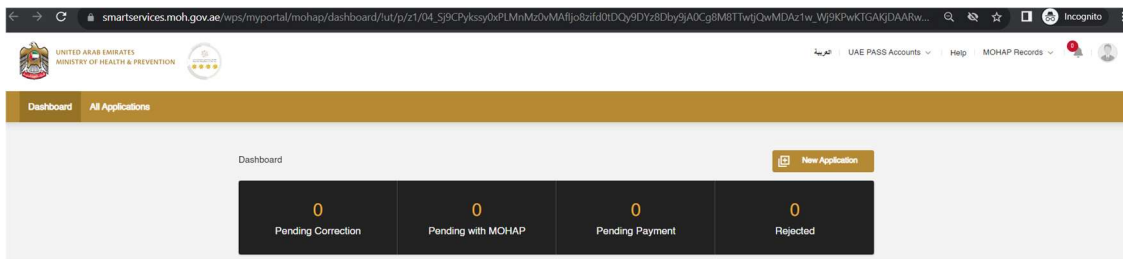Step 4: System will redirect you to EDE Portal home page.
Step 5: Select the Drug Registration System Service that you would like to Request by Click on Services Menu.

Step 6: Search by Service Name or Select the Service from the displayed List.

Step 7: Click on Start Service Link.

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Step 8: You will be redirected to the Drug Registration System with the chosen account.

7. Delink Account

Users have the option to delink an account by following these steps:

Step 1: Login with UAE PASS on EDE Poral: https://EDE.gov.ae/

Step 2: Select 'delink' to unlink the accounts that require disconnection.

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