

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

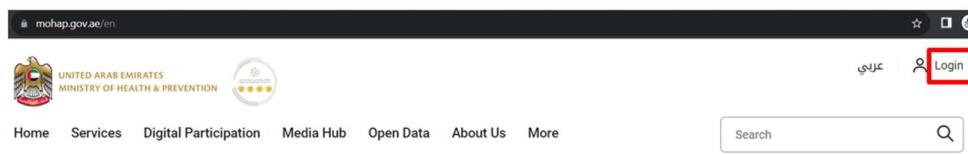
User installed UAE PASS mobile application and created UAE PASS account successfully.

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'.



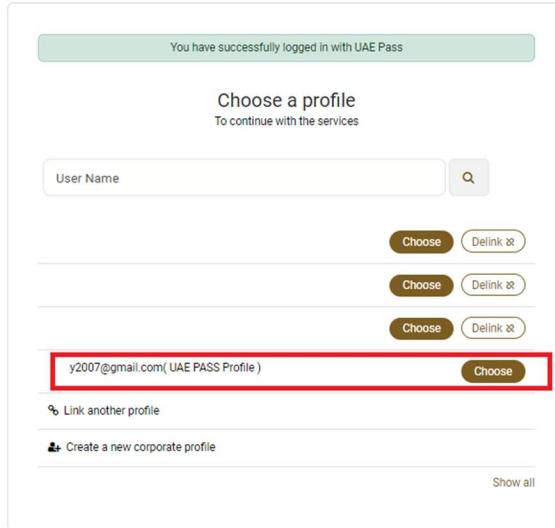
Step 3: Enter either your Emirates ID, Email or Phone, which used to create your account in UAE PASS mobile application then Click on the "Login".



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.



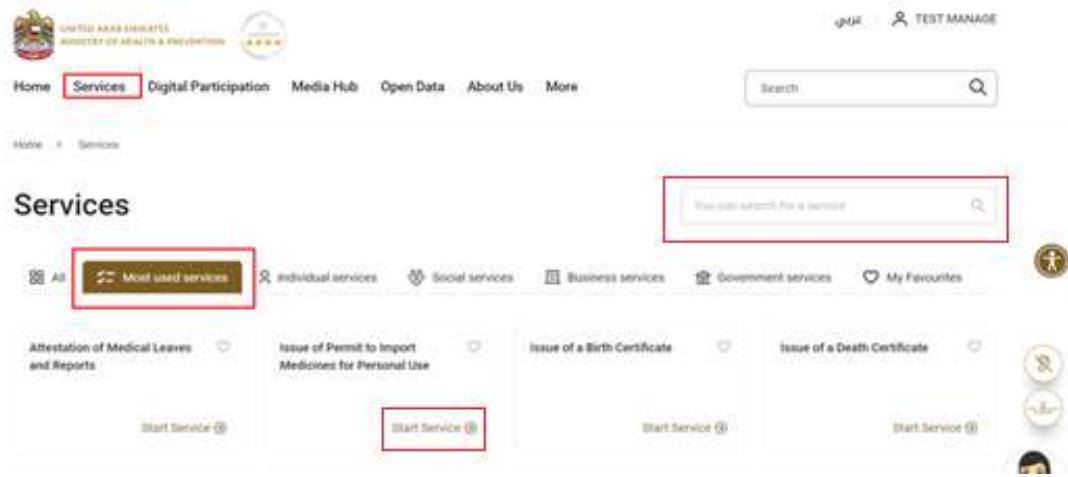
Step 7: System will redirect you to EDE Portal home page.

Step 8: Select the Drug Registration System Service that you would like to Request by Clicking on Services Menu.

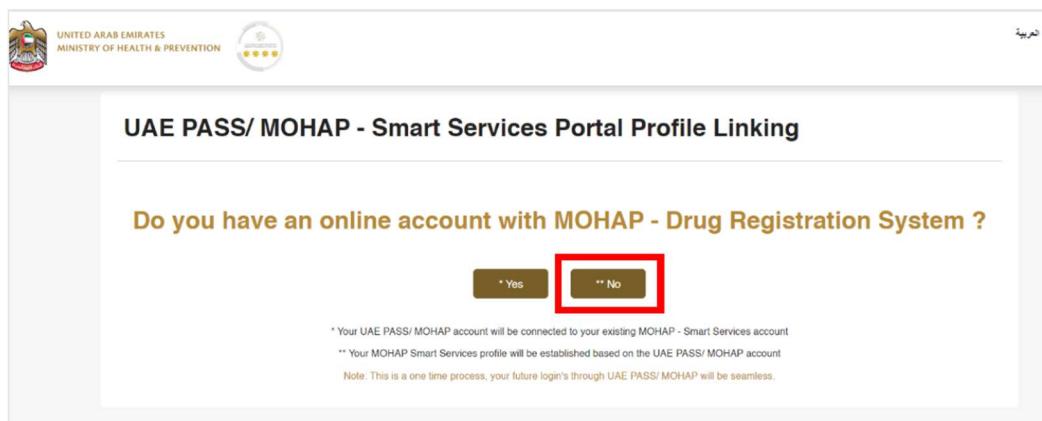
Step 9: Search by Service Name or Select the Service from the displayed List.

Step 10: Click on Start Service Link.

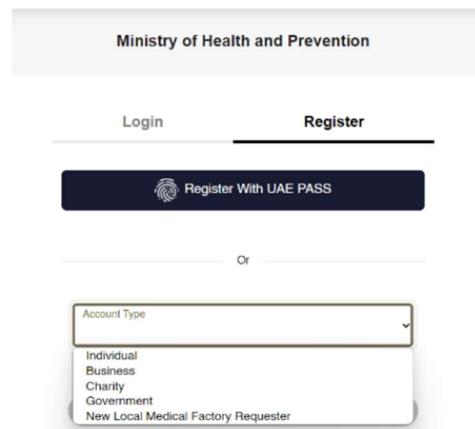
Step 11: You will be redirected to the Drug Registration System.



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



For Individual Account:

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

The screenshot shows the 'Register' page of the UAE PASS system. At the top, the 'Ministry of Health and Prevention' logo is visible. Below it, there are 'Login' and 'Register' buttons, with 'Register' being the active button. A large blue button labeled 'Register With UAE PASS' is prominently displayed. Below this, a dropdown menu shows 'Account Type' set to 'Individual'. A 'Create Account' button is located further down. The footer features the United Arab Emirates Ministry of Health & Prevention logo and a green success message: 'You have successfully created a new account'. The word 'Congratulations' is displayed above a 'Continue' button.

For Business Account:

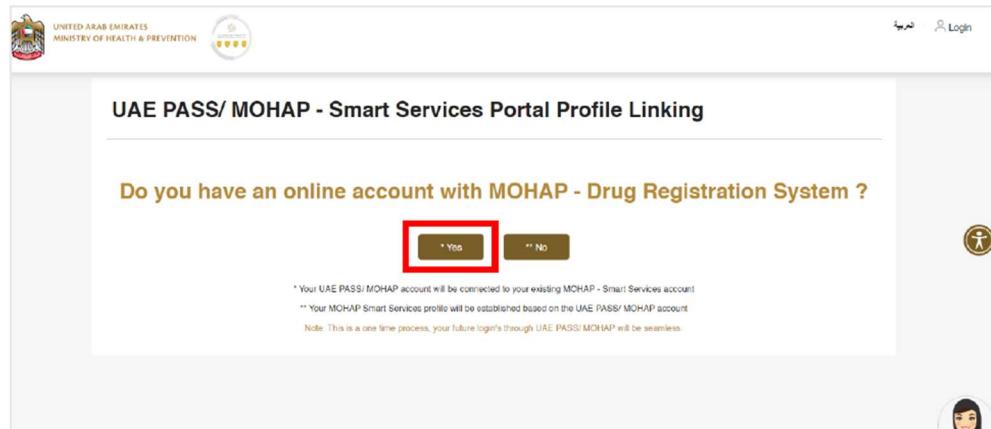
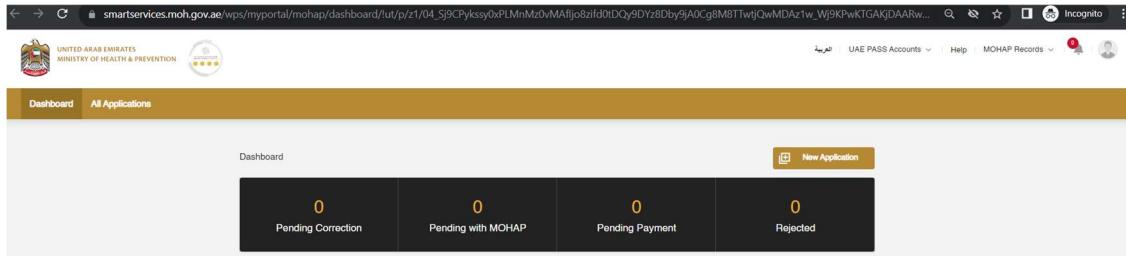
Step 14: Choose "Business" Account Type if you are registering as a business entity.

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.

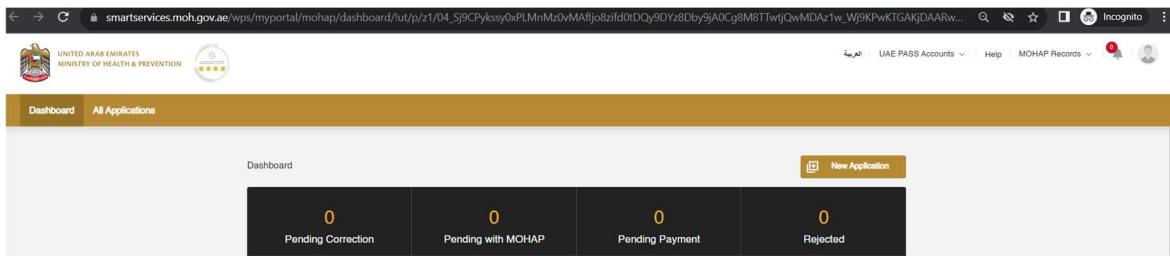
The screenshot shows the 'Business Entity Information' section of the registration form. It includes fields for 'Business Entity Information' (containing '1344'), 'License Issue Date' (set to '12/03/2023'), 'License Expiry Date' (set to '11/03/2024'), 'Business Entity Name' (containing 'uaeypass'), and 'Email' (containing 'uae@uae.com'). A 'Create Account' button is at the bottom.

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.



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".

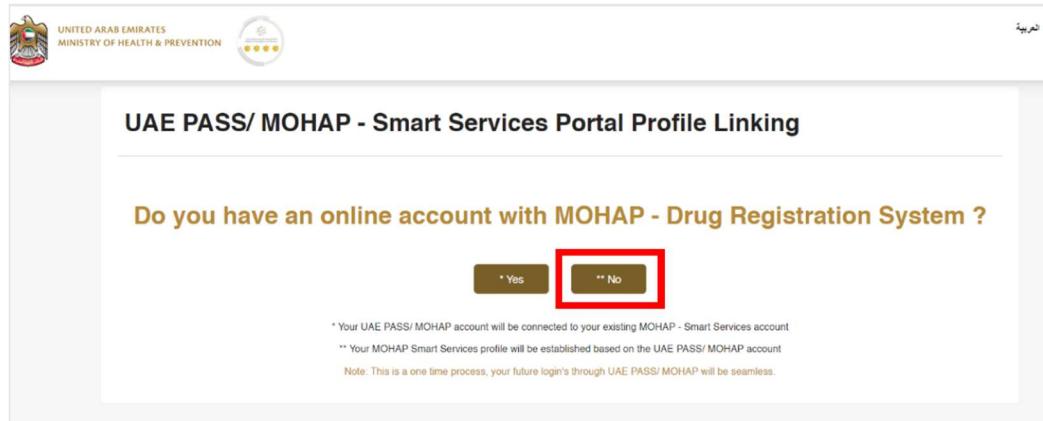


Step 4: Grant Access through UAE PASS Application.

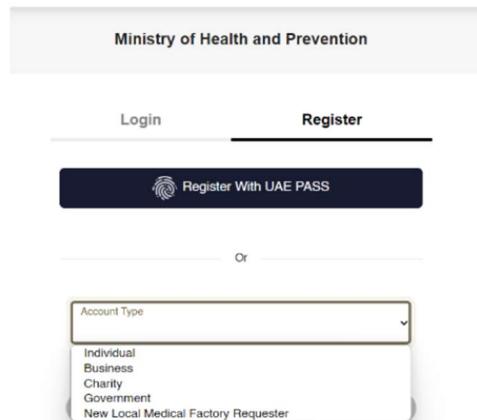
- Create New Account in Drug Registration System (by Clicking on 'No' button)

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

- For Creating 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.

Ministry of Health and Prevention

Login **Register**

 **Register With UAE PASS**

Or

Account Type
Individual

Create Account

 UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION 

 You have successfully created a new account

Congratulations

Continue

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.

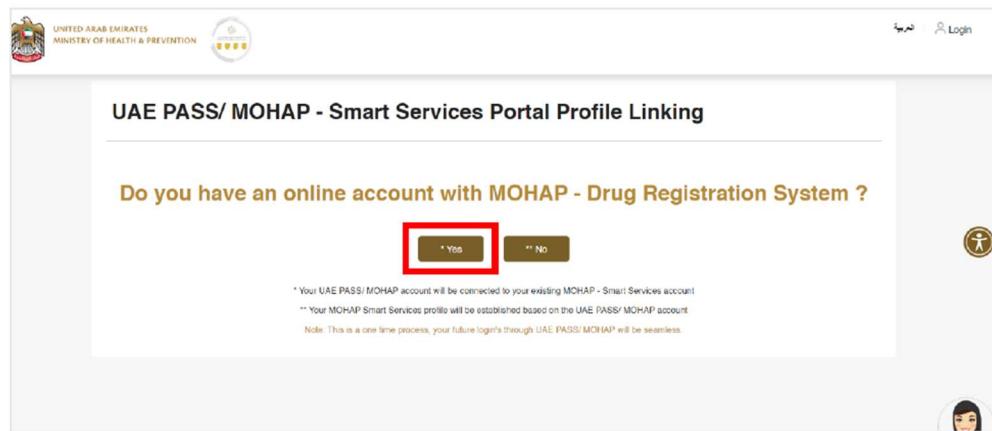
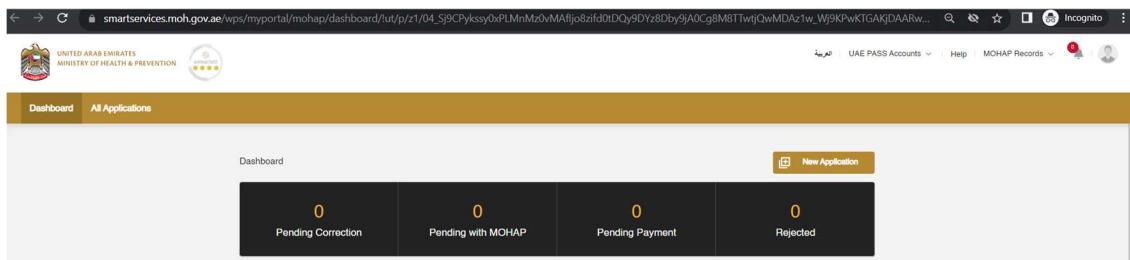
Step 9: Enter EDE License Details and proceed to create an account.

Business Entity Information

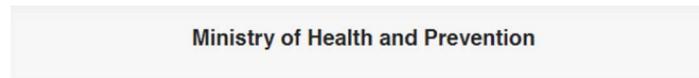
1344
License Issue Date 12/03/2023
License Expiry Date 11/03/2024
uaeypass
uae@uae.com

Create Account

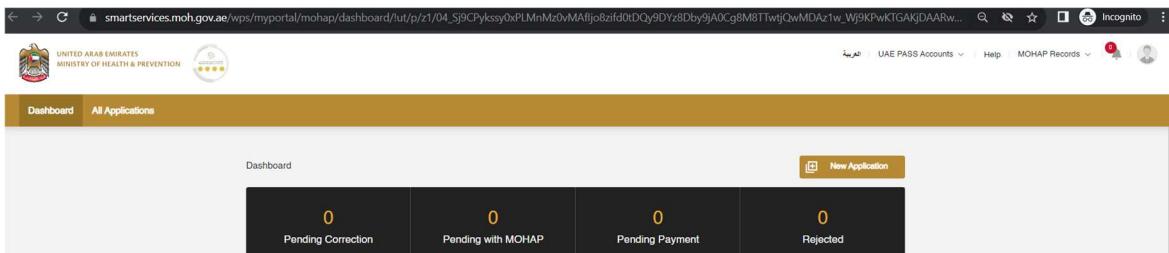
Step 10: Successful Login into the Drug Registration System.



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



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



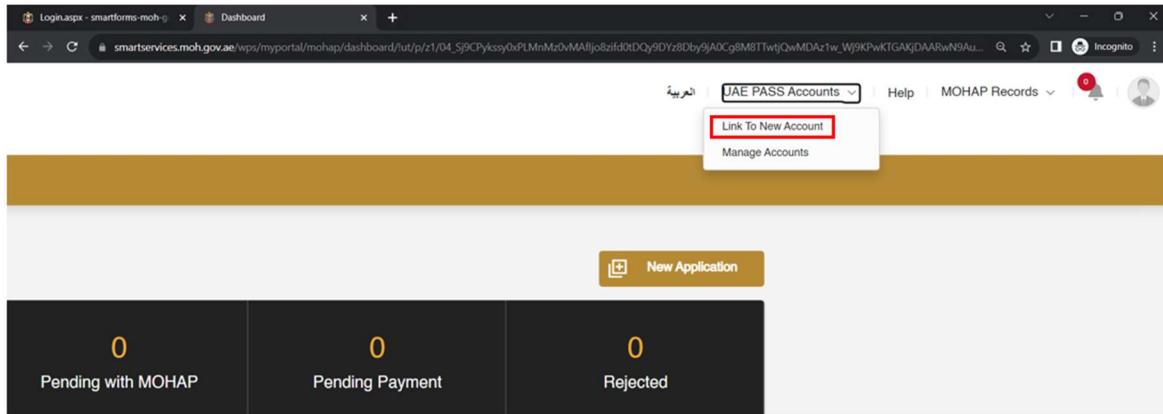
5. Link More than one Drug Registration System Account under your UAE PASS Account.

To Link More than one Account under your UAE PASS account, you will have 2 options:

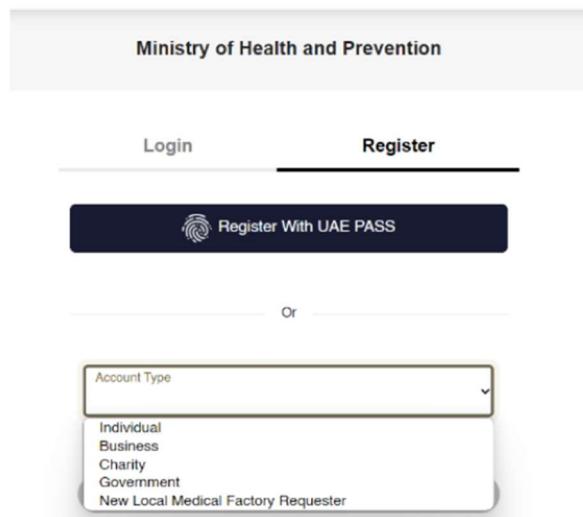
- Link your UAE PASS account to a New Drug Registration System account. (Steps from 1 to 8)
- Link your UAE PASS account to an Existing Drug Registration System account. (Steps from 9 to 17)

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.

Ministry of Health and Prevention

Login **Register**

 **Register With UAE PASS**

Or

Account Type
Individual

Create Account

 UNITED ARAB EMIRATES
MINISTRY OF HEALTH & PREVENTION 

 You have successfully created a new account

Congratulations

Continue

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.

Business Entity Information

1344

License Issue Date
12/03/2023

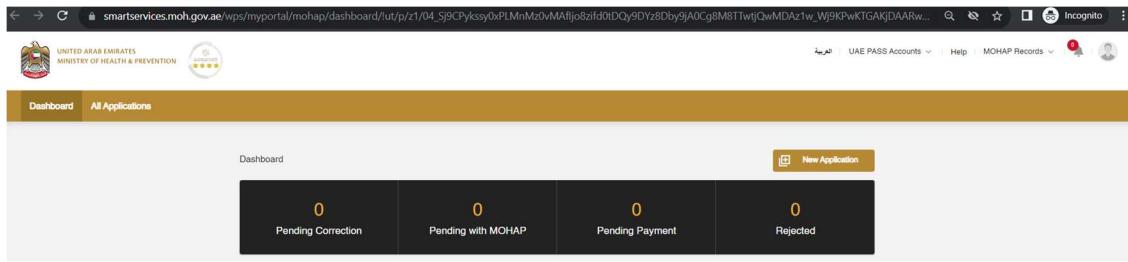
License Expiry Date
11/03/2024

uaepass

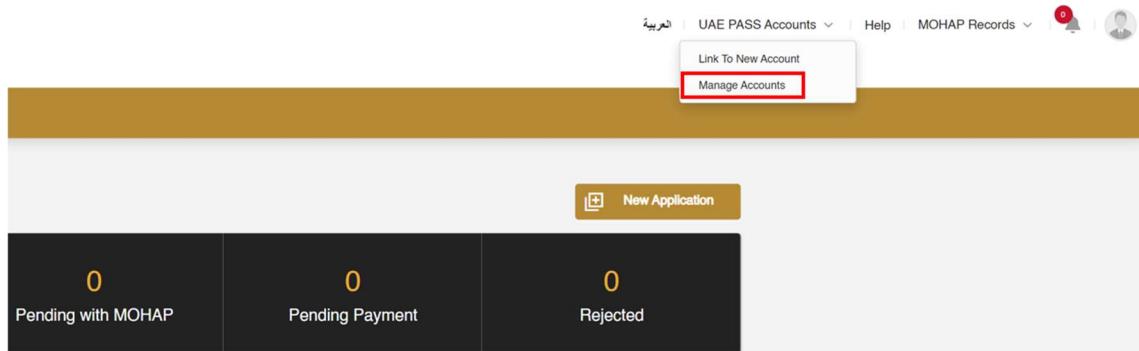
uae@uae.com

Create Account

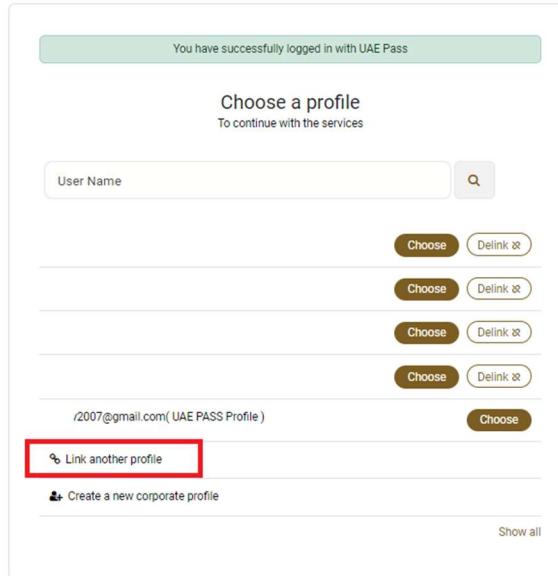
Step 8: Successful Login with new account into the Drug Registration System.



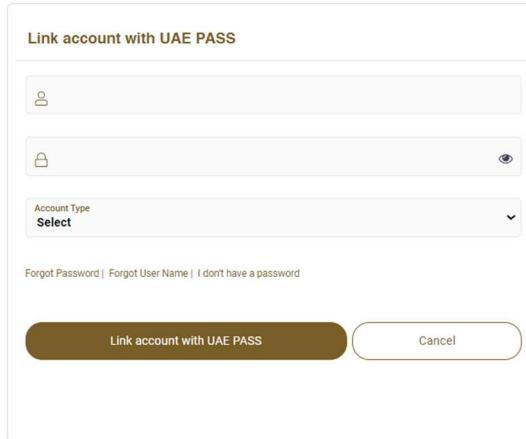
Step 9: Navigate to 'UAE PASS Accounts' then Click on 'Manage Accounts'.



Step 10: Click on 'Link another profile'.

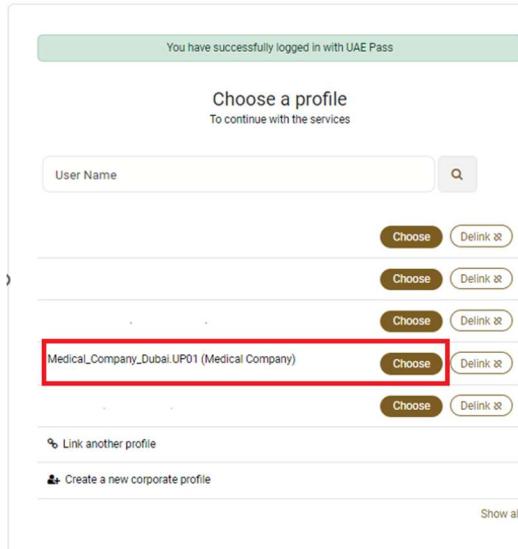


Step 11: Enter the username and password for the registration system account, followed by clicking on 'Link account with UAE PASS' then select the account from the 'Profile List'.



The image shows a 'Link account with UAE PASS' form. It contains fields for 'User Name' and 'Password', a dropdown for 'Account Type' (with 'Select' as the current value), and links for 'Forgot Password', 'Forgot User Name', and 'I don't have a password'. At the bottom are 'Link account with UAE PASS' and 'Cancel' buttons.

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



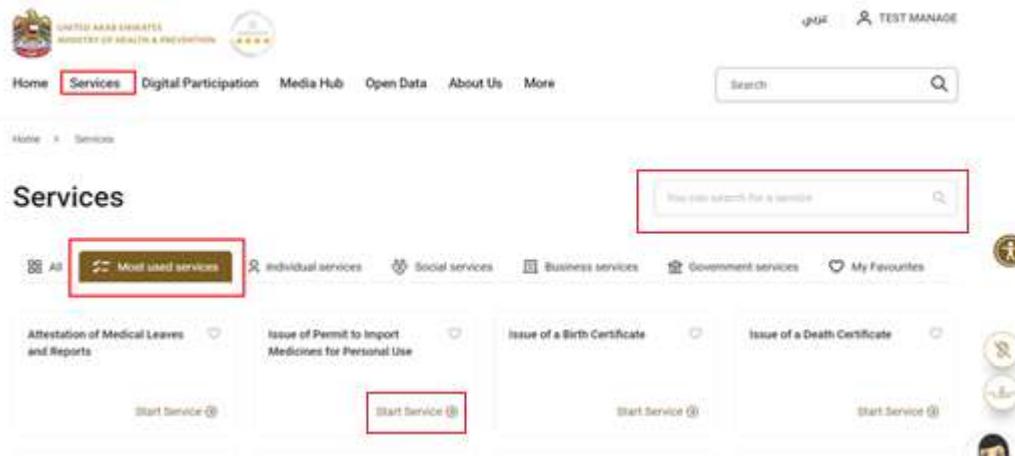
The image shows a 'Choose a profile' screen. It displays a list of profiles with 'Choose' and 'Delink' buttons. One profile, 'Medical_Company_Dubai.UP01 (Medical Company)', is highlighted with a red box around its 'Choose' button.

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

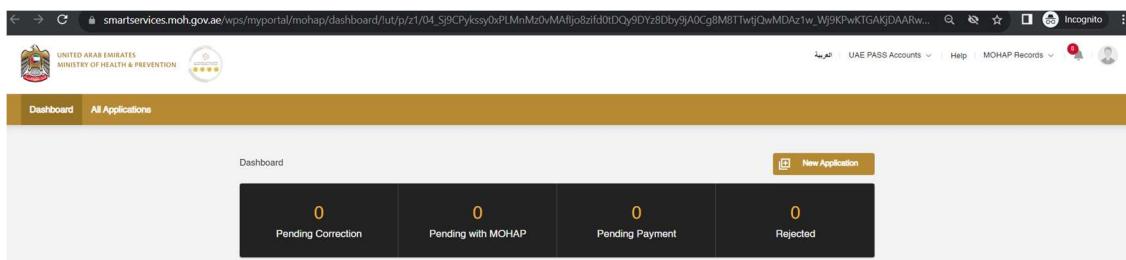
Step 14: Select the Drug Registration System Service that you would like to Request by Click on Services Menu.

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

Step 16: Click on Start Service Link.



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



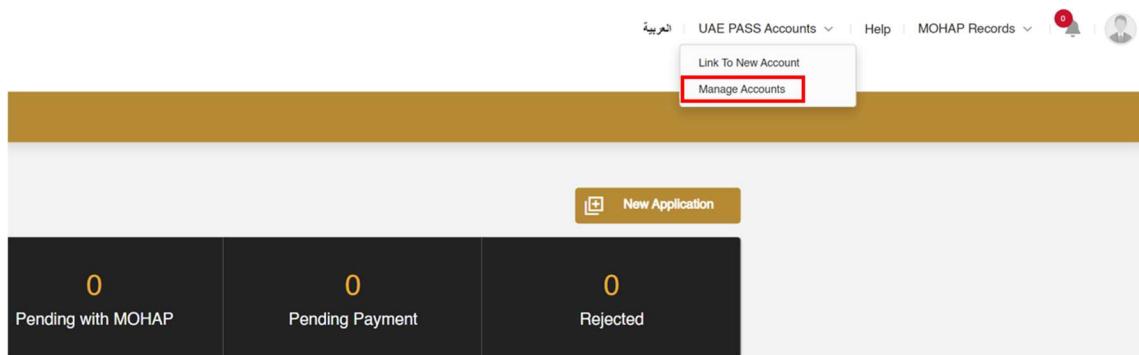
6.0 Manage Accounts [Switch between accounts]

This feature enables users to seamlessly switch between their registration system accounts,

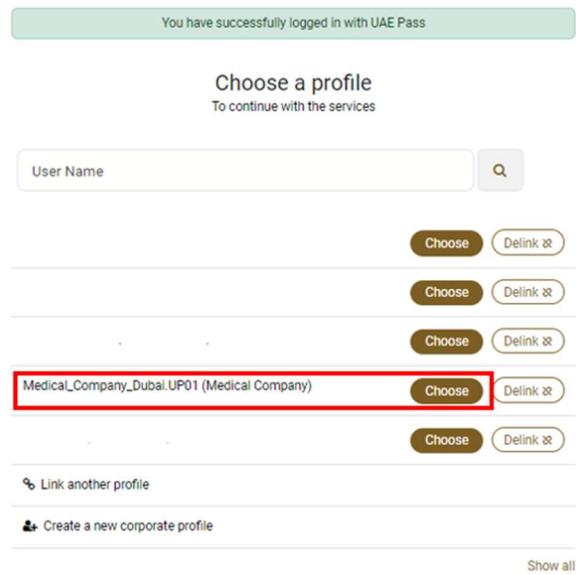
initiating from the drug registration system, by following these steps:

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.

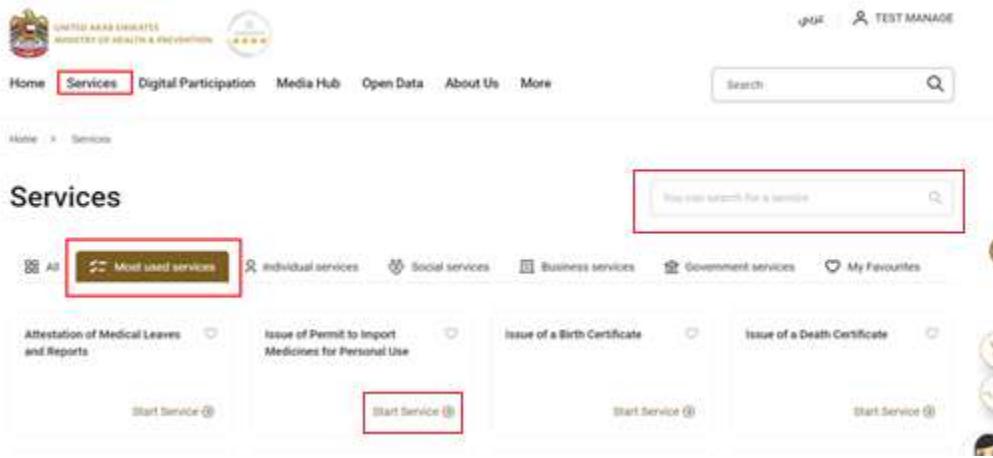


Step 4: System will redirect you to EDE Portal home page.

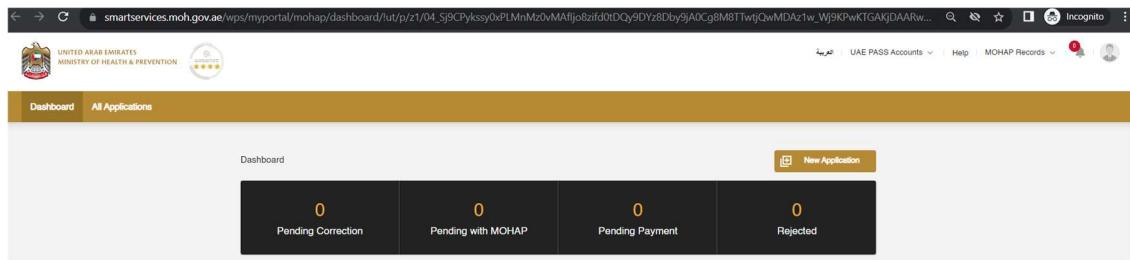
Step 5: Select the Drug Registration System Service that you would like to Request by Click on Services Menu.

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

Step 7: Click on Start Service Link.



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 Portal: <https://EDE.gov.ae/>

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

You have successfully logged in with UAE Pass

Choose a profile
To continue with the services

User Name

Choose