

## REGISTRATION PROCESS FOR NEW REQUESTORS

The following browsers are recommended for use with the new Request Management System:

Google Chrome

FireFox

Not all Internet Explorer versions (for example - IE11) are supported.

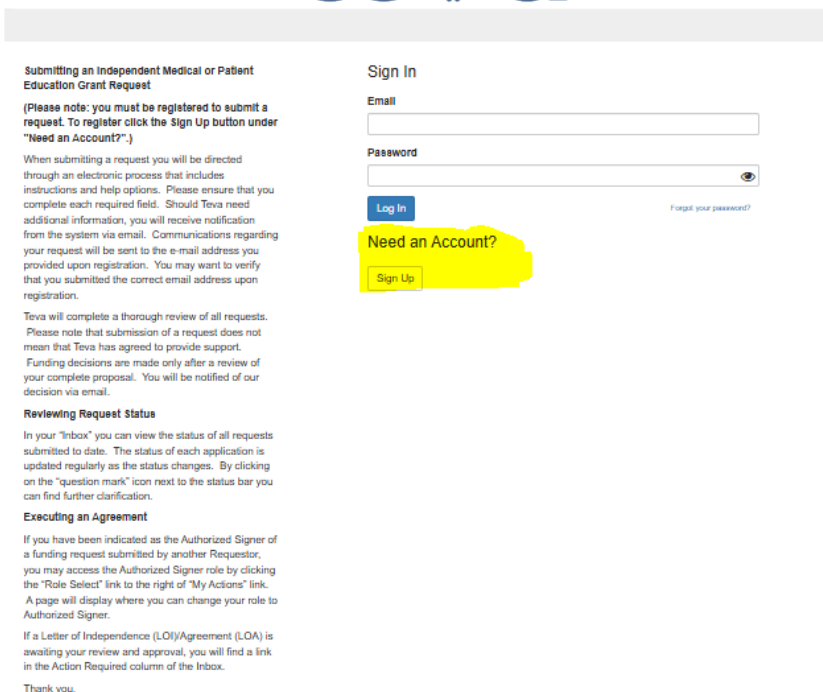
The registration process includes 3 simple steps and should take approximately 15 minutes or less to complete:

- 1) Fill out your Organization Profile (see Page 3 below for required information)
- 2) Fill out the Registration Form with Contact Information and Authorized Signer Information
- 3) Read and acknowledge the Compliance Form (aka Compliance Commitment) and click Submit

Follow the screen shots below; instruction text is also on the site. If you need help at any time during the registration process, contact us at: [TevaRequestManagement@tevapharm.com](mailto:TevaRequestManagement@tevapharm.com).

Go to Sign In page: <https://webportalapp.com/sp/teva-registration>.

First time users click on "Sign Up for an Account". If you are a returning requestor, sign in with your email and password.



The screenshot shows the Teva registration page. On the left, there is a section titled "Submitting an Independent Medical or Patient Education Grant Request" with a "Need an Account?" link highlighted in yellow. Below this, there are sections for "Reviewing Request Status" and "Executing an Agreement". On the right, there is a "Sign In" form with fields for "Email" and "Password", a "Log In" button, and a "Forgot your password?" link. A yellow highlight is also present over the "Need an Account?" link and the "Sign Up" button below it.

**Submitting an Independent Medical or Patient Education Grant Request**  
(Please note: you must be registered to submit a request. To register click the Sign Up button under "Need an Account?")

When submitting a request you will be directed through an electronic process that includes instructions and help options. Please ensure that you complete each required field. Should Teva need additional information, you will receive notification from the system via email. Communications regarding your request will be sent to the e-mail address you provided upon registration. You may want to verify that you submitted the correct email address upon registration.

Teva will complete a thorough review of all requests. Please note that submission of a request does not mean that Teva has agreed to provide support. Funding decisions are made only after a review of your complete proposal. You will be notified of our decision via email.

**Reviewing Request Status**

In your "Inbox" you can view the status of all requests submitted to date. The status of each application is updated regularly as the status changes. By clicking on the "question mark" icon next to the status bar you can find further clarification.

**Executing an Agreement**

If you have been indicated as the Authorized Signer of a funding request submitted by another Requestor, you may access the Authorized Signer role by clicking the "Role Select" link to the right of "My Actions" link. A page will display where you can change your role to Authorized Signer.

If a Letter of Independence (LOI)/Agreement (LOA) is awaiting your review and approval, you will find a link in the Action Required column of the Inbox.

Thank you.

**Sign In**

Email

Password

[Log In](#) [Forgot your password?](#)

**Need an Account?**  
[Sign Up](#)

Input email address and create a password. Click on blue Sign Up box.



[Return to Login](#)

#### Submitting an Independent Medical or Patient Education Grant Request

(Please note: you must be registered to submit a request. To register click the Sign Up button under "Need an Account?")

When submitting a request you will be directed through an electronic process that includes instructions and help options. Please ensure that you complete each required field. Should Teva need additional information, you will receive notification from the system via email. Communications regarding your request will be sent to the e-mail address you provided upon registration. You may want to verify that you submitted the correct email address upon registration.

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If a Letter of Independence (LOI)/Agreement (LOA) is awaiting your review and approval, you will find a link in the Action Required column of the Inbox.

Thank you.

#### Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

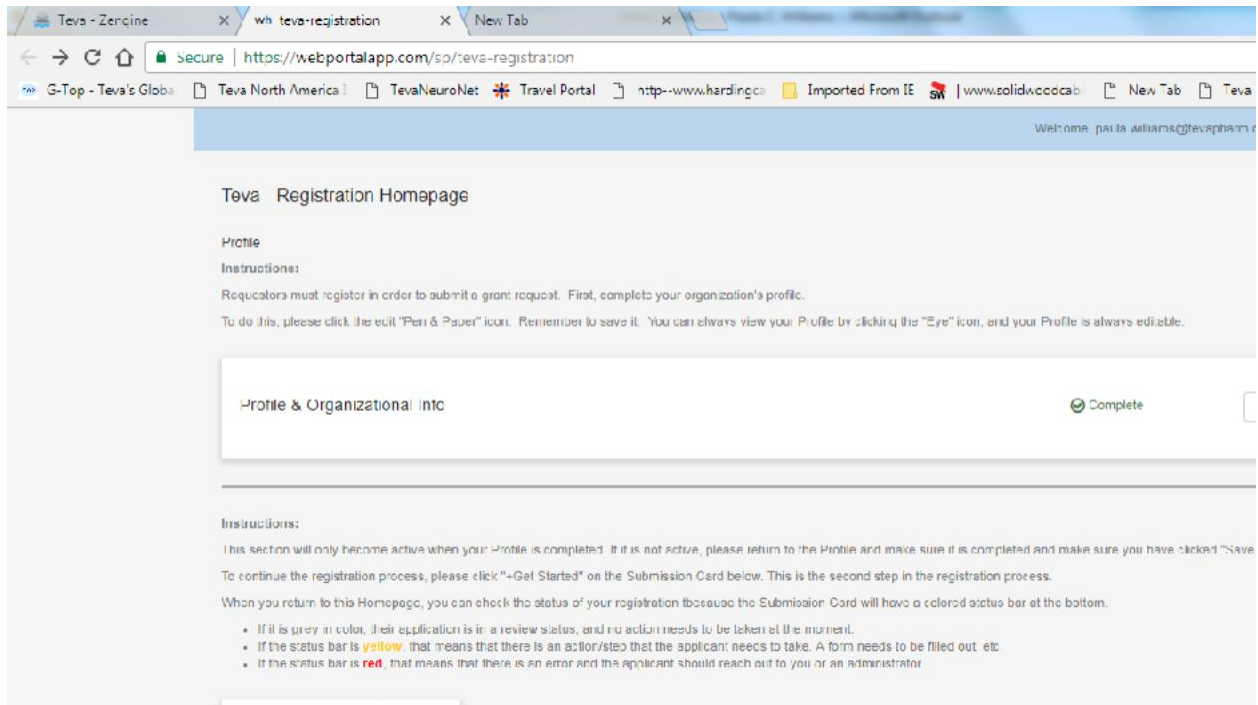
- Passwords must match

[Sign Up](#)

Continue with the registration process:

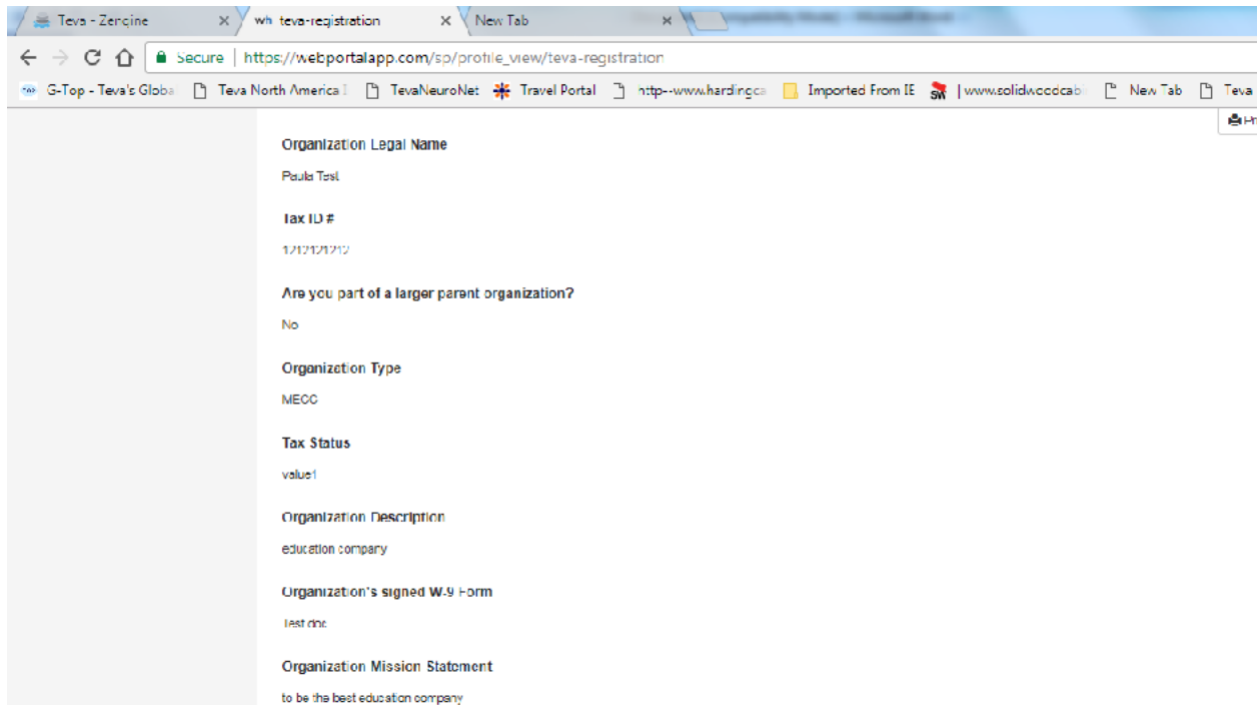
## 1. Completing the Profile and Organization Info

Click on the “Pen and Paper” icon of the Profile and Organization Info box to fill out the organization Profile



The information required to complete the Profile page is:

- Organization Legal Name
- Organization Tax ID Number
- Parent Organization Name (if applicable)
- Organization Type
- Tax Status
- Organization Description
- Signed Organization W9 Form (Rev. November 2017 form)
- Mission Statement
- Email Address Associated with Organization



Once you complete and “Save” the Profile, the system will take you back to the home page, where you will see additional instructions on the bottom section of the home page. This bottom section will only become active when the Profile is completed. If it is not active, please return to the Profile and ensure it is completed and that you have clicked “Save”.

## 2. Completing the Registration Form

Click "+Get Started" on the Card below to access the Registration Form. This will take you to Steps 2 and 3 in the registration process.

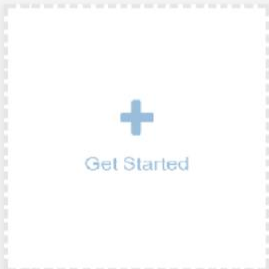
**Instructions:**

This section will only become active when your Profile is completed. If it is not active, please return to the Profile and make sure it is completed and make sure you have clicked "Save."

To continue the registration process, please click "+Get Started" on the Card below. This will take you to steps 2 and 3 of the Registration process.

When you return to this Homepage, you can check the status of your registration because the Card will have a colored status bar at the bottom.

- If it is grey in color, your registration is in a review status, and no action needs to be taken at the moment.
- If the status bar is **yellow**, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is **red**, that means that there is an error and you should contact us at: [TevaRequestManagement@tevapharm.com](mailto:TevaRequestManagement@tevapharm.com) or call us at: 1-800-961-3604



Click on the “Pen and Paper” icon to complete the Registration Form

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Teva - Registration Home page, v. Untitled". The address bar shows the URL "https://webportalapp.com/sp/workflow/teva-registration". The browser's bookmark bar includes "C-Top - Teva's Global", "Teva North America", "TevaNeuroNet", "Travel Portal", "http://www.who.int/dgic", "Imported From IE", "www.solidwoodcabi", and "New Tab".

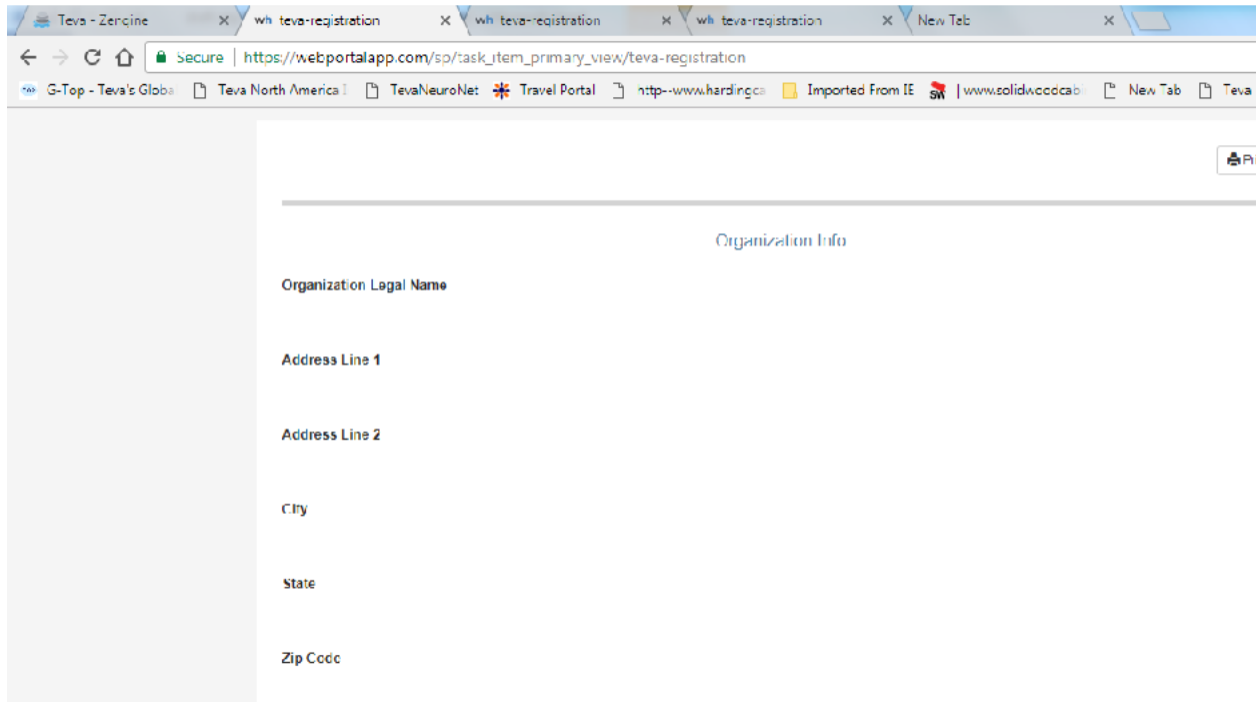
The main content area displays a registration workflow with the following sections:

- Registration**: This section is highlighted with a red oval. It contains a "Registration Form" with instructions: "If you have not started this section, please click the 'Start Now' button to the right." and "If you have already started this section, please click the 'Pen & Paper' icon to the right to continue." A "Pen and Paper" icon is visible to the right of the form.
- Compliance Form**: This section contains instructions: "If you have not started this section, please click the 'Start Now' button to the right." and "If you have already started this section, please click the 'Pen & Paper' icon to the right to continue." A "Start Now" button is visible to the right.
- Registration Submission**: This section contains instructions: "This is where registrants determine submission can be made." and "Click instructions: This screen will allow the user to fully complete their application. When the applicant has completed every section of the application, the 'Submit' button to the right will become green and clickable. The registration will be fully submitted until the applicant clicks the green 'Submit' button." A "Submit" button is visible to the right.

In the Registration Form, the following information must be completed:

Organization Information:

- Organization Legal Name
- Address
- City, State and Zip Code
- Website URL for Organization



## User Information and Authorized Signer Designation

The information required to complete the User Information is:

User email (this will serve as your username when you log into the system in the future).

Asterisks (\*) indicates required field.

Title

First Name

Last Name

Business Role

Primary Phone

Secondary Phone

Secondary Contact Title

Secondary Contact Name

Secondary Contact Phone

Secondary Contact Email

Do you have the legal authority to sign the Letter of Independence/Agreement from Teva?

If Yes, no further action is required on your part. If No, please complete the following information:

Authorized Signer Email

First Name of the Authorized Signer

Last Name of the Authorized Signer

Business Role of the Authorized Signer

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'wh teva-registration' and the address bar shows the URL 'https://webportalapp.com/sp/task\_item\_primary\_view/teva-registration'. The browser's address bar also displays several bookmarks, including 'G-Top - Teva's Globa', 'Teva North America', 'TevaNeuroNet', 'Travel Portal', 'http-www.hardingco', 'Imported From IE', and 'www.solidwccdcab'. The main content area of the browser displays a form titled 'User Information'. The form includes a sub-header 'User Information' and a paragraph of instructions: 'Please enter your email address. This will serve as your username when you log into the system in the future. Please note the password for your account. Field passwords must contain 8 characters. Asterisks (\*) indicate required field.' Below this text are several input fields, each with a label: 'Email', 'Title', 'First Name', 'Last Name', 'Business Role', 'Primary Phone', 'Secondary Phone', 'Secondary Contact Title', 'Secondary Contact Name', 'Secondary Contact Phone', and 'Secondary Contact Email'. At the bottom of the form, there is a question: 'Do you have the legal authority to sign the Letter of Independence/Agreement from Teva?'. Below this question are three input fields: 'Authorized Signer Email', 'First Name of Authorized Signer', and 'Last Name of Authorized Signer'.

Once the Registration Form is completed and Saved, the system will take you will go back to home page. You will see that the Registration Form is Complete (see red arrow). You can now go to the Compliance Form.

The screenshot shows a web browser window with the URL <https://webportalapp.com/sp/workflow/teva-registration>. The page content includes the following sections:

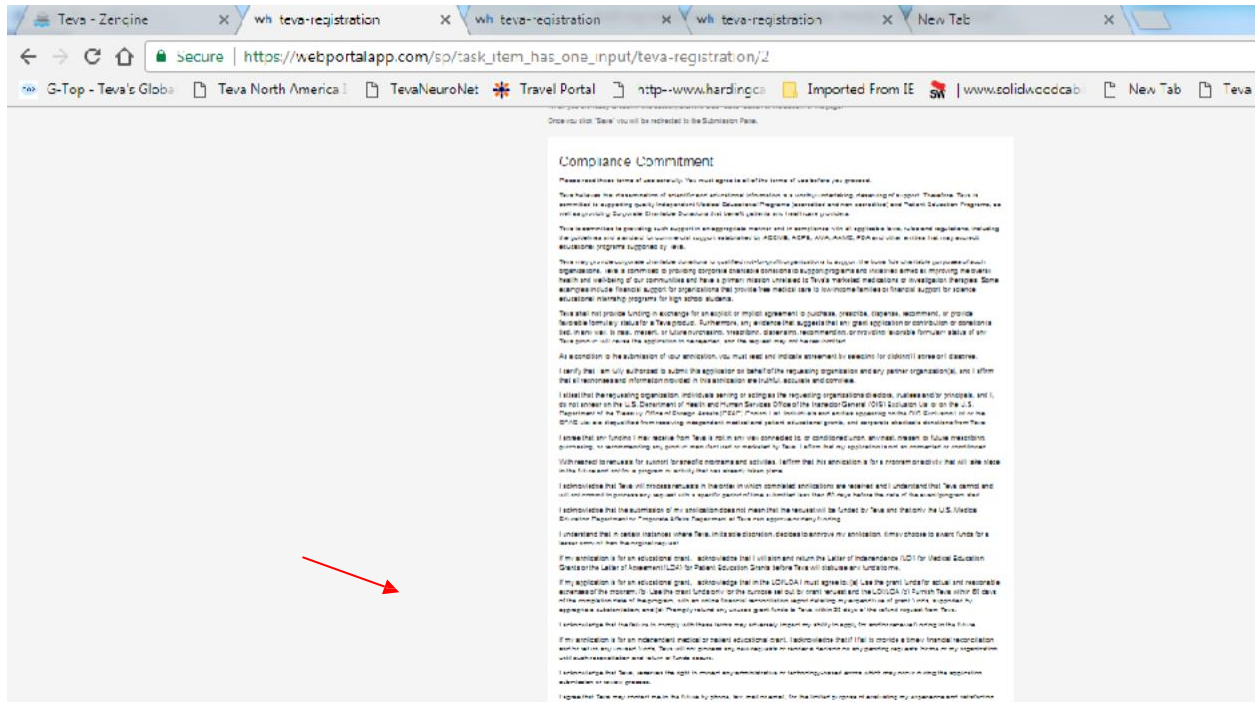
- Registration**
  - Registration Form**: This section is circled in red. It includes instructions: "If you have not started this section, please click the 'Start Now' button to the right", "If you have started this section, please click the 'Pen & Paper' icon to the right to continue", and "If you have completed the section and would like to view please click the 'Eye' icon to the right". A green 'Complete' status indicator is visible in the top right corner of this section.
  - Compliance Form**: This section is below the Registration Form. It includes instructions: "If you have not started this section, please click the 'Start Now' button to the right", "If you have started this section, please click the 'Pen & Paper' icon to the right to continue", and "If you have completed the section and would like to view please click the 'Eye' icon to the right". A 'Start Now >' button is visible in the top right corner of this section.
  - Registration Submission**: This section is at the bottom. It includes the instruction: "This is where instructions before submission can be placed". A 'Submit' button is visible in the top right corner of this section.

A red arrow points from the text "This indicates that you can now submit your completed registration." to the 'Complete' status indicator in the Registration Form section.



# Compliance Form (aka Compliance Commitment)

Read and acknowledge by clicking “Yes”.



Once you click "Yes" you will be redirected to the Submission Page.

### Compliance Commitment

Please read these terms of use carefully. You must agree to all of the terms of use before you proceed.

Teva believes the dissemination of confidential and/or sensitive information is a security-sensitive element of a good. Therefore, Teva is committed to ensuring such information is disseminated through secure channels and is not made available to unauthorized persons.

Teva is committed to providing such support in appropriate manner and in accordance with all applicable laws, rules and regulations, including the policies and procedures of our various support organizations or ASGIBS, ADPs, ADA, AAAGS, PDA and other entities that may assist in completing programs supported by Teva.

Teva may conduct compliance activities outside of our direct control to support the work for our clients and/or other organizations. We are committed to providing corporate compliance education programs and resources aimed at improving patients' health and well-being of our communities and have a primary mission focused on Teva's marketing initiatives or investigator purposes. Some examples include financial support for organizations that provide the medical care to our medical science or financial support for science education marketing programs for high school students.

Teva also may provide funding in exchange for an explicit or implicit agreement to purchase, create, license, equipment, or provide technical assistance, related to a therapeutic, technology, or other activity that suggests the use of our application or product or otherwise use, in any way, in any manner, or for any other purpose, including, but not limited to, research, development, or provision of services for any of our products. Teva's participation in such an agreement is subject to the terms and conditions set forth in this document.

As a condition to the submission of this application, you must read and indicate agreement to accept the following terms of use:

I certify that I am fully authorized to submit this application on behalf of the requesting organization and/or partner organization, and I affirm that all information provided in this application is truthful, accurate and complete.

I affirm that the requesting organization, individual acting or acting as the requesting organization's agent, publisher or provider, and I, do not reside in the U.S. Department of Health and Human Services Office of the Inspector General (OIG) Exclusion List or on the U.S. Department of Health and Human Services (HHS) "Watch List" (which includes and entities reporting on the HHS "Watch List" or the OIG) or on the HHS "Watch List" from receiving independent research or patient education grants, and otherwise obtain assistance from Teva.

I understand and confirm that Teva is not in any way providing or conditioning financial support to assist in the completion, processing, or implementation of any grant or other activity or product by Teva. I affirm that my application is an application for a program or activity that is not a grant or other activity or product by Teva. I affirm that my application is for a program or activity that will not be used for the support of any program or activity that is not a grant or other activity or product by Teva.

I acknowledge that Teva will disseminate to the public all single opportunity applications and understand that Teva cannot and will not accept or process any such grant or other activity or product that is not a grant or other activity or product by Teva.

I acknowledge that the submission of my application does not mean that the request will be funded by Teva and that only the U.S. Office of Inspector General (OIG) Exclusion List and the Department of Health and Human Services (HHS) "Watch List" will determine if funding is possible.

I understand that it is my responsibility to ensure that the information provided in this application, if my choice to submit Teva for a grant or other activity or product by Teva.

If my application is for an education grant, I acknowledge that I will sign and return the Letter of Independence (LOI) for Medical Education Grant or the Letter of Independence (LOI) for Patient Education Grant before Teva will disburse any funds to me.

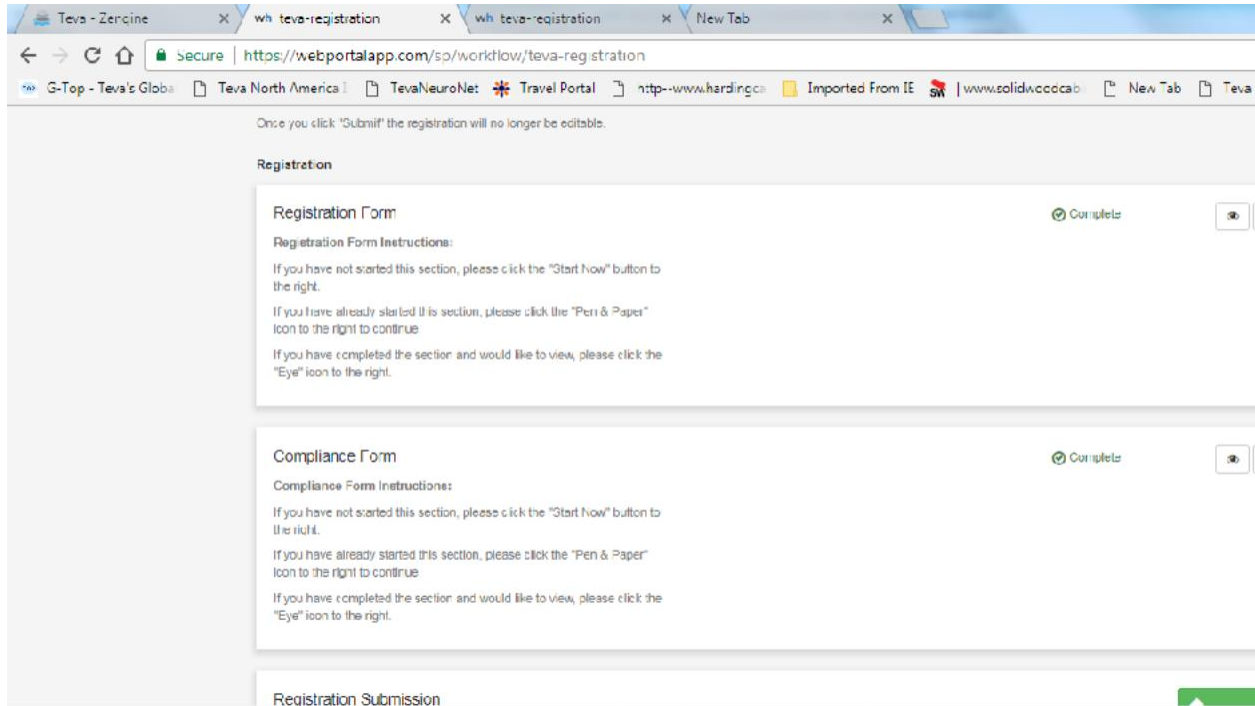
If my application is for an education grant, I acknowledge that the LOI/CAI must be signed by the grantee under the actual and reasonable knowledge of the person. To take the grant under the LOI/CAI, the grantee must sign the LOI/CAI. To fulfill Teva's intent to disburse the education grant, the grantee must sign the LOI/CAI. If the grantee does not sign the LOI/CAI, the grantee will not receive the education grant and Teva will not disburse any funds to the grantee.

I understand that Teva has the right to modify these terms may at any time without notice. I understand that Teva has the right to modify these terms at any time without notice.

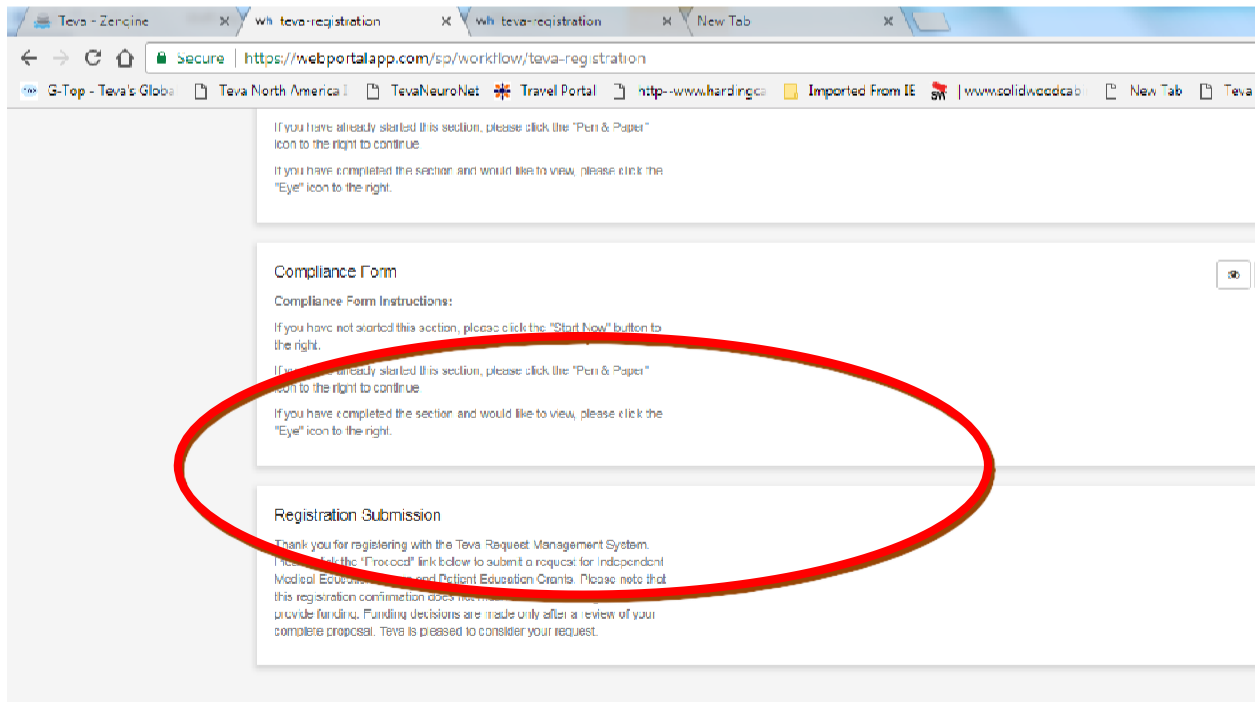
I understand that Teva reserves the right to modify any administrative or technical details which may occur during the application submission or review process.

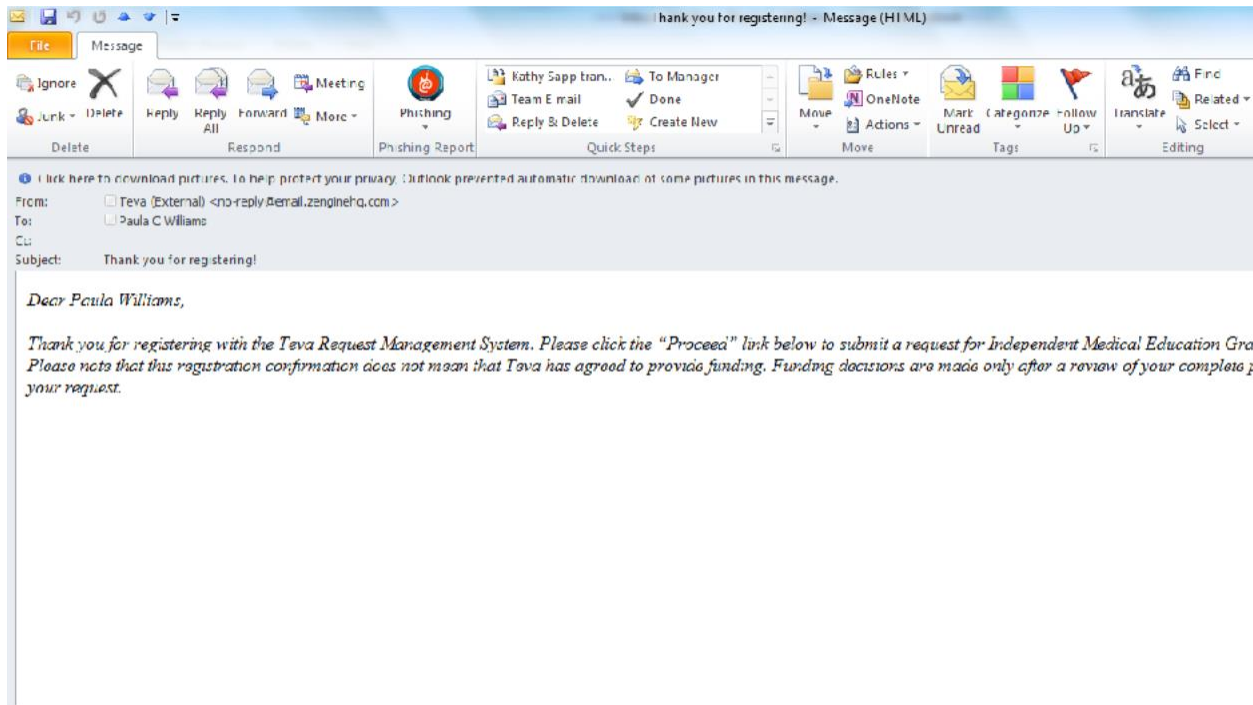
I agree that Teva may modify these terms at any time without notice. I understand that the intent of this document is to provide my agreement and acknowledgment of the terms and conditions of the application.

Once all 3 steps are complete, the Submit button will turn green. Click Submit and your registration will be submitted. You can no longer edit it once you submit.



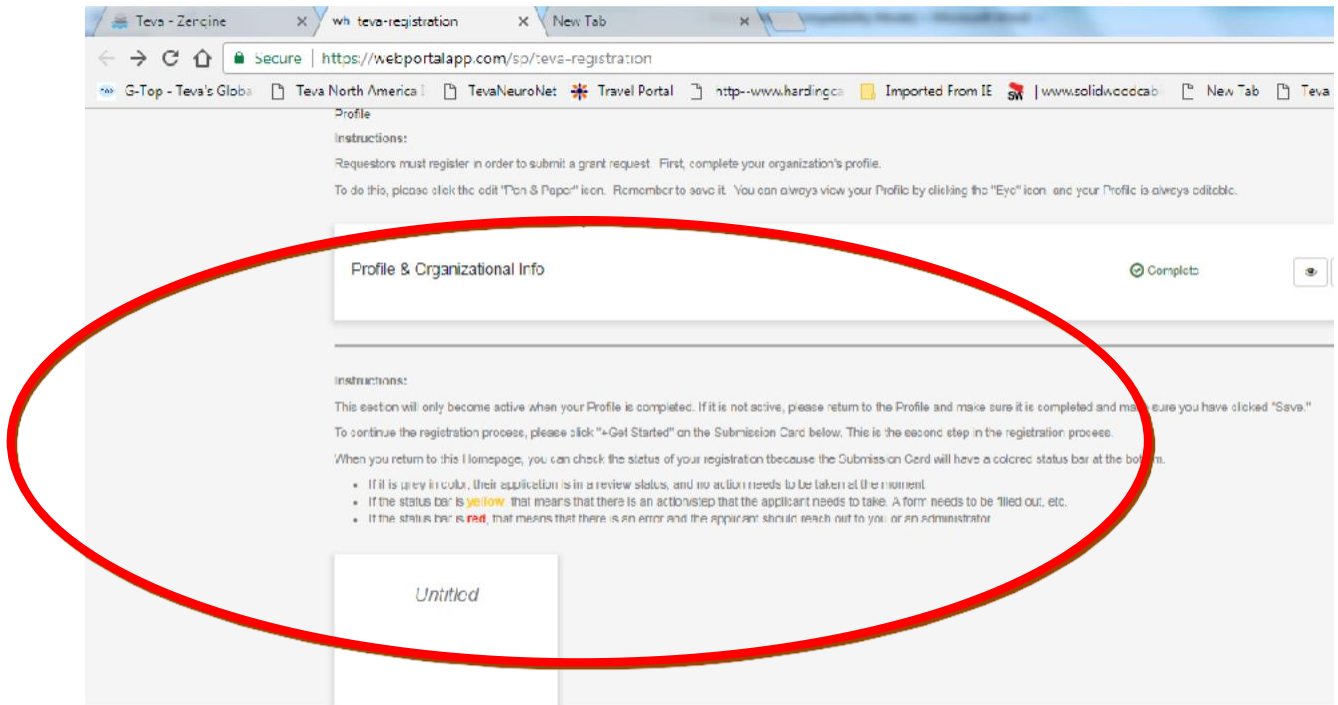
After you click Submit, the button will disappear and you will see a Thank You message. You will also receive an email from the system.





When you return to the home page, you can check the status of your registration because the Submission Card will have a colored status bar at the bottom.

- If it is **grey** in color, your registration is in a review status, and no action needs to be taken at the moment.
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Once your registration has been reviewed and approved to submit requests, you will receive a notification as such and you will now be able to submit requests.