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 Profle (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: <u>TevaRequestManagement@tevapharm.com</u>.

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

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

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	Thank you.		

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.

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

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Executing an Agreement

Thank you

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Enter

Sign Up

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

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0	Must contain at least one uppercase letter	
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0	Must be between 8 and 32 charactera	
0	Must not be an email address	
Confirm	n password	

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

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	Requestors must register in order to submit a grant request. First, complets your organization's profile.
	To do this, please click the edit "Pen & Paper" icon. Remember to save it. You can elways view your Profile by sticking the "Eye" icon, and your Profile is always editable.
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	It it is not active, please return to the Profile and make sure if is completed and make sure if is completed and make sure you have sloked "Save
	To continue the registration process, please click "+Get Started" on the Submission Card below. This is the second step in the registration process.
	When you return to this Homepage, you can check the atous of your registration theseause the Submission. Card will have a colored atous bar at the bottom.
	 If it is grey in color, their application 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 the applicant needs to take. A form needs to be filled out let: If the status bar is red, that means that there is an error and the applicant should reach out to you or an administrator.

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 su	ire you have dicked "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.	
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Click on the "Pen and Paper" icon to complete the Registration Form

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 Title Secondary Contact Name Secondary Contact Phone 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

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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.

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Compliance Form (aka Compliance Commitment)

Read and acknowledge by clicking "Yes".

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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.



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- 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: <u>TevaRequestManagement@tevapharm.com</u> or call us at: 1-800-961-3604

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