

How to register for MHRA Portal and RamaXL



Registration



Username

Password
 [go](#)

Problems logging in? [get ID/password](#)
For password resets:
In Western Europe call +44(0)207 623 8500

Other support questions:
For all other support questions please
contact +44(0)203 080 7100

Check the on-line help materials found in
the FAQs on the publications tab or under
FAQs tab for RamaXL

[MHRA Portal Terms & Conditions](#)



Welcome to the **MHRA Portal**
Medicines and Healthcare products
Regulatory Agency

Click here to access the Portal Registration Form

Please click [here](#) if you want to register for the MHRA Portal



Multiple columns

Medicines and Healthcare products Regulatory Agency
Subscribing Organisation Registration Form

Use this form to register your organisation to use the MHRA Portal or RamaXL.

I am an existing subscriber of:

MHRA Portal

RamaXL Product Licensing

Note: Fields marked '*' are mandatory

I wish to apply for:

MHRA Portal Account State the number of additional user bundles you require (one bundle is equal to five users) * :

RamaXL Product Licensing State the number of additional user bundles you require (one bundle is equal to five users) * :

Section 1: Organisation and Director Information

1.1 Director Details

Enter organisation director's personal details in the fields below:

1. Indicate the area that you wish to apply for by ticking the relevant option(s)

2. **Portal/eSubmissions**

You receive access for up to 7 free users inclusive of 2 Administrators.

N.B. Should you need to request additional bundles*, you can purchase a bundle* at £1,000 (excl. VAT)

RamaXL

This is a subscription service with an initial Registration cost of £7,750 (excl VAT). The Basic Subscription, provides access to 5 users (1 bundle) @ an annual cost of £15,500 (excl. VAT).

N.B. Additional bundles* can purchased at £6,700. (excl. VAT) @ an annual cost.

*1 bundle = 5 Users



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Section 1: Organisation and Director Information

1.1 Director Details

Enter organisation director's personal details in the fields below:

Title * :

Forename * :

Middle Name:

Surname * :

Enter organisation director's residential address in the fields below:

Address Line 1 * :

Address Line 2:

Address Line 3:

City * :

County / State:

Postcode / Zip * :

Country * :

Residential Tel * :

Enter details for a referee from your organisation:

Please note that in this section of the form we require only the **Company's Director's** details.

The **Company's Director** is the person legally responsible for the company, and is registered at Company House or equivalent.

N.B. No other address will be accepted.

Please specify if the residential address cannot be provided.

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Section 3: Inter-Company Information

The information you provide below will help the MHRA to configure the Portal and RamaXL correctly for your organisation.

Are you aware of a group of companies that your company is a member of? Yes No **1**

If the answer to the above question was "Yes" please state your parent company name: **2**

Please add any further information relevant to your application in the box provided below.

3

1. **Select** an option
If 'Yes':
2. **Add** parent company name
3. **Add** any associated
company names

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Section 4: Form Submission

Click the button below to generate a reference number for your application, the reference number will be sent to you by email:

Note: Please note that if you save this form and then reopen it, you will need to generate the reference number again and enter the new reference number into the field below.

1

Enter your reference number below:

2 Reference number:

3 I accept the MHRA Portal [Terms and Conditions](#)

4

1. Clicking this button will **generate a reference number**.
2. Minimise the form, **copy** the **reference number** from the **email** and **paste** (please ensure that you do not copy the space after the last character).
3. Click the **Terms and conditions** link. **Tick** the box to **acknowledge** that you have read them.
4. Click **Submit** to send the form to the MHRA.

N.B. MHRA staff will send you a communication when this has been received. In the event that the **Generate Reference Number** does not work, complete the form and send to portal.manager@mhra.gov.uk

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MHRA Portal Terms and Conditions

The MHRA website includes an internet-based hosted platform designed to enable pharmaceutical companies to carry out business with MHRA electronically through a central hub (the " **Portal**"). A "**Digital Workspace**" is a portion of the Portal that has been specially configured for a company so that certain companies can conduct their business with the MHRA in a secure electronic environment.

Use of the Portal is governed by the following terms and conditions ("**Terms and Conditions**"):

The MHRA grants the company, its Portal Group, administrators and authorised users (as set out on the MHRA Portal Registration Form) a non-exclusive, non-sublicensable, revocable, non-transferable, limited right and licence (the "**Licence**") to access the Portal and the Digital Workspaces in order to participate in the business being conducted through those Digital Workspaces subject to these Terms and Conditions. The company agrees and represents that it shall only, and that it shall procure that its Portal Group, administrators and authorised users will only, access and/or use Digital Workspaces and/or other resources

Portal terms and conditions

MHRA RamaXL Terms and Conditions

Use of RamaXL is governed by both the terms and conditions applicable to the MHRA Portal (the (the "**Portal Terms and Conditions**") and the terms and conditions set out below ("**RamaXL Terms and Conditions**"). In the event of any inconsistency between the Portal Terms and Conditions and the RamaXL Terms and Conditions, the RamaXL Terms and Conditions shall apply to the extent of such inconsistency.

In consideration of the payment by the company of a registration fee of £7,750, and an annual fee of £15,500 (excluding VAT), the MHRA grants the company, its Portal Group (as set out on the MHRA Portal Registration Form unless the company notifies the MHRA otherwise) ("**RamaXL Group**"), administrators and authorised users a non-exclusive, non-sublicensable, revocable, non-transferable, limited right and licence (the "**Licence**") to access RamaXL for the period of one (1) year from the date of these RamaXL Terms and Conditions subject to these RamaXL Terms and Conditions.

If at any time the company wishes one or more sets of up to five (5) additional users to have access to RamaXL, it may notify the MHRA using a user administration form, which is available on the Portal. On receipt of such notice, the MHRA shall invoice the amount of £6,700 (excluding VAT) to the company per

RamaXL terms and conditions

Both Portal **and** RamaXL Terms and conditions need to be signed if both are required

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stated by the MHRA in writing.

BY ACCEPTING THESE TERMS AND CONDITIONS, THE COMPANY ACKNOWLEDGES THAT IT HAS READ THE TERMS AND CONDITIONS, UNDERSTOOD THEM AND AGREES TO BE BOUND BY THEM.

.....
For and on behalf of the Company

Full name of the Company (e.g. XYZ Limited):

Name of signatory:

Title:

Date:

a

Please note:

- a) If the company Director* is the signatory for all the associated companies, list the companies and the company number on the same form. Please type company name in full, eg Pharmedics – PL 99000
- b) If the companies have different Directors*, individual terms and conditions will need to be agreed (signed) for each company.

***Company Director:** The person listed at Company House or equivalent

What happens after this?

Registration



The Portal Team will send you an email acknowledging receipt of your application.

Checks will be conducted to verify the information provided.

You will receive an email from the Portal Team to register for the online e-Learning package.

After your training contact Portal Team and we will organise with IT for your pending applications to be migrated to your workspace for future updates.

You will only be able to log onto the Portal once the Portal Team has added your email, as your '**Username**', and you have received an email from IntraLinks with the temporary password.

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Any further questions?

Please contact:

Portal.manager@mhra.gov.uk

0203 080 7100