

## NAPAMS HELP DOCUMENT

### What you should know

- All documents to be uploaded must be PDF documents and not more than 250KB
- All images should be in JPEG and not more than 250KB
- There are two payment options, which are **card** or **pay-at-Bank**
- Documents to be uploaded include:
  - Client related document: CAC Certificate of Registration, Notarised Declaration, Registration of Trade Mark, Power of Attorney
  - Product related document: NAFDAC Certificate, Manufacturer details, Packaging information (Image, Label information, Type of package e.g sachet, bottle, etc.)
  - All existing copies of Product Certification

Note: Documents listed are based on the current requirement which may change based on NAFDAC regulations without prior notice and may be product specific

### What is Data Capture about?

The Data Capture exercise is necessary to achieve to major objectives:

- To capture the details of existing NAFDAC approved Products and Companies unto the NAFDAC Automated Product Administration and Monitoring System Database in order to create an authentic and reliable database of all NAFDAC registered products in Nigeria.
- To ensure that the information captured under the Data Capture exercise will form the basis for future product renewal and new registration processes for all existing clients/companies registered by NAFDAC.

Information captured under the process are divided into 2 categories as follows:

1. Client/company information
2. Products information

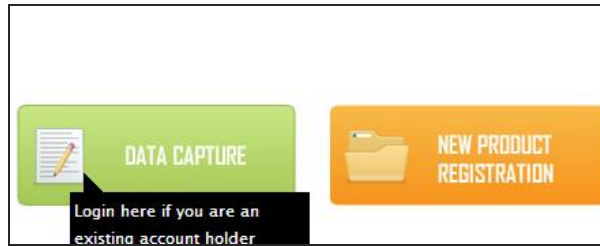
Both categories require data input and documents upload.

	Information	Documents
Client	<ul style="list-style-type: none"><li>• RC Number, Email address, Phone number, Representative's detail</li></ul>	Company Verification information (CAC, Power of Attorney, etc.), Approval / Certificate Information, Certificates issued for Products
Product	Approval number, NAFDAC registration number, Certificate number, Issue date, Expiry date,	All existing copies of Product Certification

	Manufacturer details, Packaging information (Image, Label information, Type of package e.g sachet, bottle, etc.)	

### How do I access the Data Capture Portal?

Click on the Data Capture button from NAFDAC website

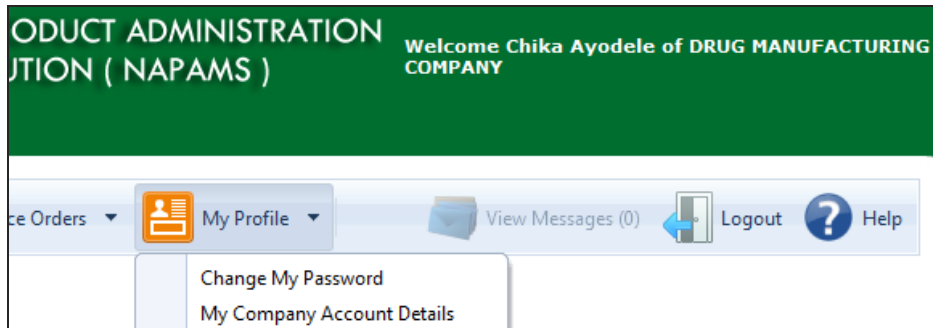


### How do I login to the site?

1. Type your username and password (if you already have an account)
2. Enter the Captcha and click on Log In

### How do I change my password?

1. Click on **My Account** > **Change My Password**



2. Click on **Change My Password**.
3. Enter Old password and New password in their respective fields and click on **Change Password** or **Cancel** to stop password change.

The image shows a screenshot of a 'Change Your Password' form. The form has a title 'Change Your Password' at the top. Below the title are three input fields, each with a label and a password mask of ten black dots. The labels are 'Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the form are two buttons: 'Change Password' and 'Cancel'.

A confirmation message is displayed.

4. Click **Continue** or close button to close the password change window.

### **What Payment options are available?**

Payment can be made online using any debit or credit card (i.e. Mastercard or Visa card) and you can also pay in the bank using the EgolePay (Pay-at-Bank) option.

### **Do I have to finish the process in one sitting?**

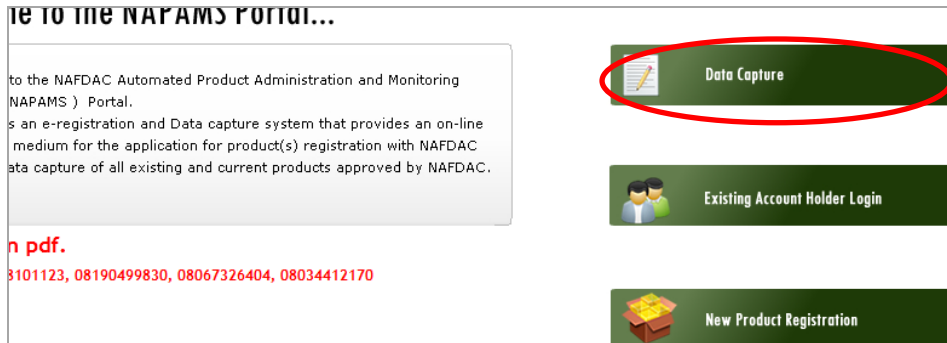
No, you can save and continue when next you log-in.

### **How is the online process different from the existing (or manual) process?**

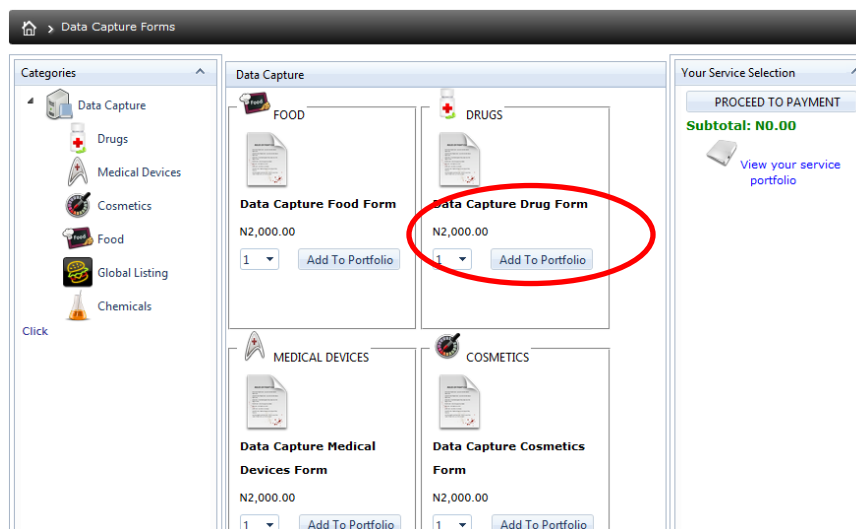
It is the same process except that it is electronic and online.

## How do I Purchase a Data Capture form?

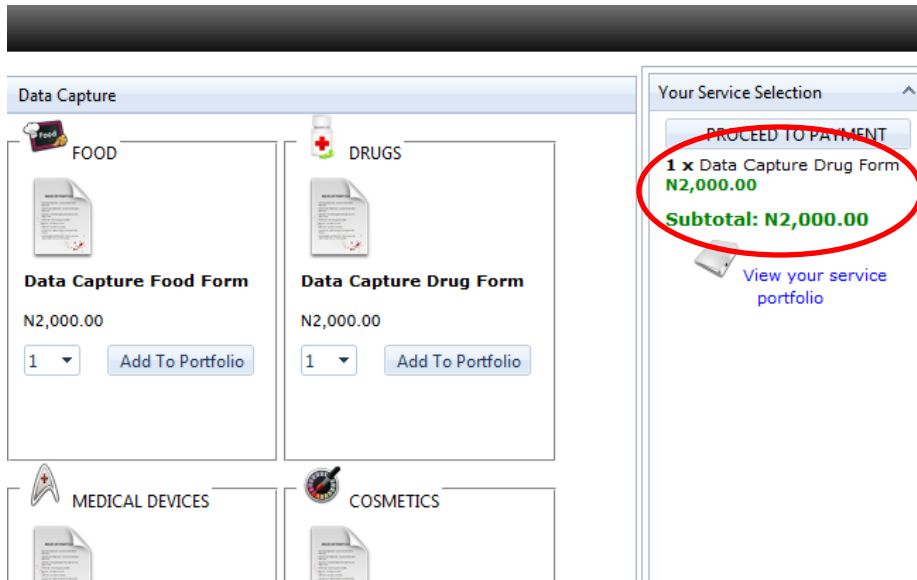
1. Go to the website address, 'registration.nafdac.gov.ng' or 'www.napams.org'
2. Click on 'Data Capture'



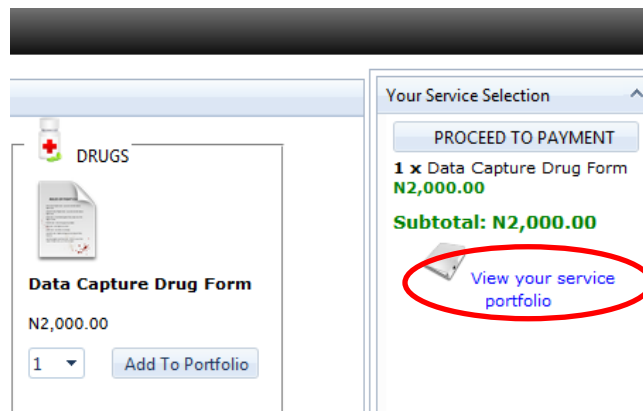
3. Scroll down to Data Capture and select the category of your product (i.e. Drug, Medical Devices, Cosmetics or Food)



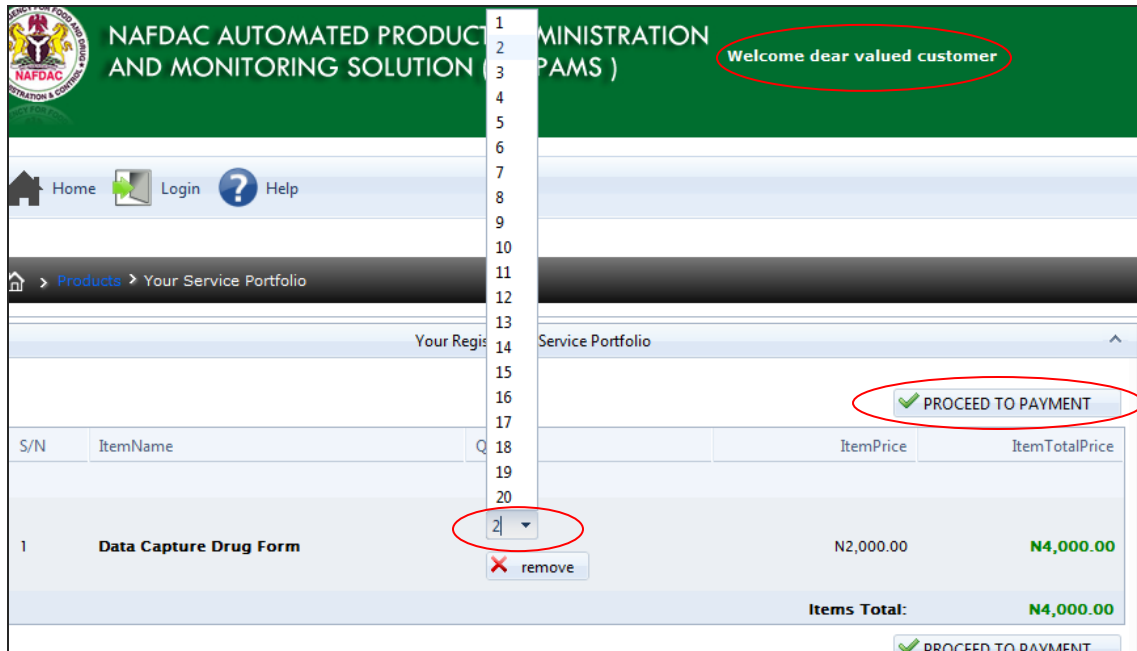
4. Select the number of forms you want and click on 'Add To Portfolio'. The selected forms appear on the right hand side of the page



5. To change/increase the number of form to be purchased , click on 'View your service portfolio'



6. Select the number of forms you want to purchase



7. Click on 'Proceed to Payment'
8. Create an account if you are first time user or log-in with your username and password if you are an existing user

Step 1: Account Details

Step 2: Order Confirmation

**Not an existing company regulatory affairs officer?**

Create an account with us and you'll be able to:

- Manage your company profile with us
- Fill your product registration/renewal application forms online on behalf of your company
- Access your registered product portfolio history and track your online purchases

Fill company regulatory affairs officer account details below:

First Name: Chika

Middle Name: Bala

Last Name: Ayodele

Mobile: (0809) 999 9999

Email: dejiseyikola@yahoo.com

Continue

**Already have a company regulatory affairs officer account?**

To continue, please enter your email address and password that you use for your account:

Email Address: Type your registered email

Password:

Forgot your password?

Continue

9. Select the payment gateway and click on 'Proceed to Payment'

Step 1: Account Details    Step 2: Order Confirmation

Please review the contents of your requested service portfolio below and then choose how you'd like to pay for the items.

Portfolio Items	Qty	Item Price	Item Total
Data Capture Drug Form	2	N2,000.00	<b>N4,000.00</b>
<b>Items Total:</b>			<b>N4,000.00</b>
<b>Payment Gateway Charge(Not Set):</b>			<b>N0.00</b>
<b>VAT On Portfolio Items(5%):</b>			<b>N0.00</b>
<b>Total Cost:</b>			<b>N4,000.00</b>



How Would You Like to Pay?

Note: Payment Gateway Charge is calculated based on the selected Payment Gateway.

<b>Payment Gateway Charge(Not Set):</b>	<b>N0.00</b>
<b>VAT On Portfolio Items(5%):</b>	<b>N0.00</b>
<b>Total Cost:</b>	<b>N2,000.00</b>


How Would You Like to Pay?

- Interswitch WebPay (Verve and MasterCard Inclusive)
- EgolePay(Pay At Bank)
- Visa Card

Verified by  
**VISA**

Service Provided by ValuCard Nigeria Plc



[Proceed to Payment](#)

10. Enter your card details or print out your invoice if your chose the Pay at Bank option

11. You are automatically logged in once payment is completed or alternatively you can log in with the email address provided during the purchase of form(or supply of information) as the username and the password that would have been sent to your mail box.



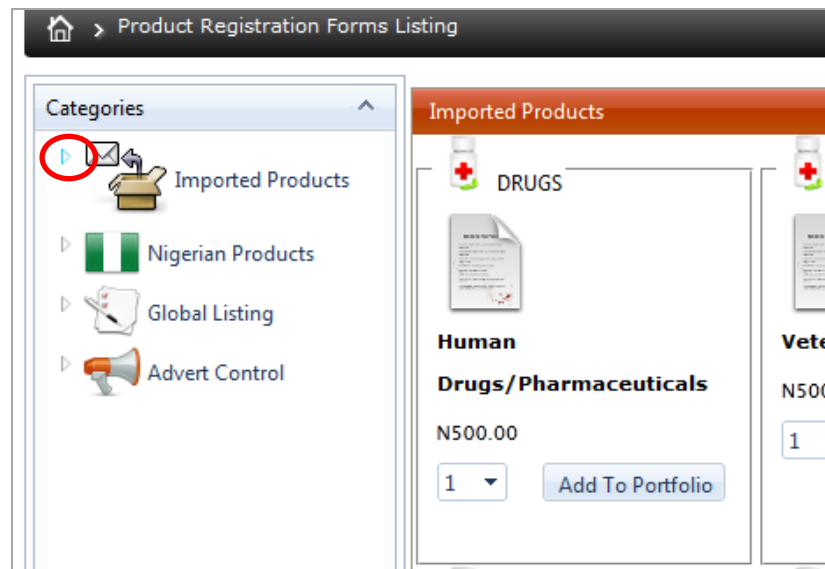
Note : Check spam folder if the mail is not delivered to your inbox

## How do I Purchase a New Registration form?

1. Go to the website address, 'registration.nafdac.gov.ng' or 'www.napams.org'
2. Click on 'New Product Registration'

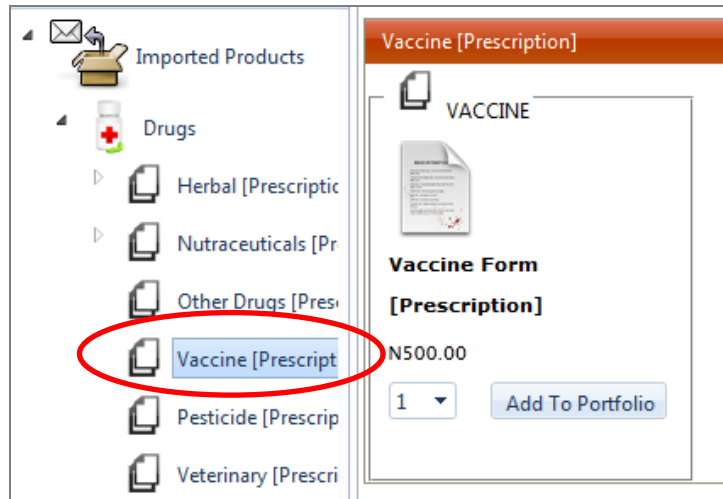


3. Click on the arrow before the interested category (i.e. Imported Products)

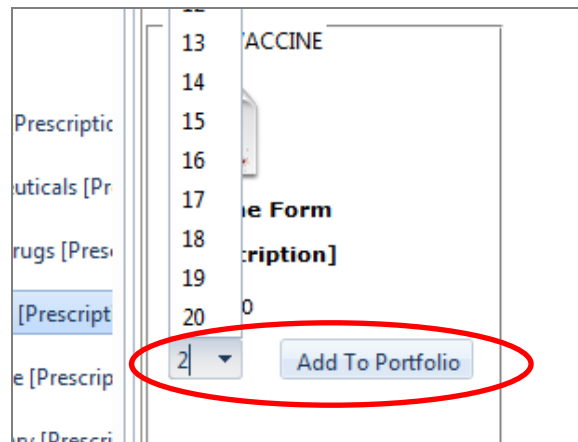


4. Continue clicking on the arrow until you get to the desired category (i.e. Drug -> Vaccine (Prescription)). The form appears in the middle of the page.

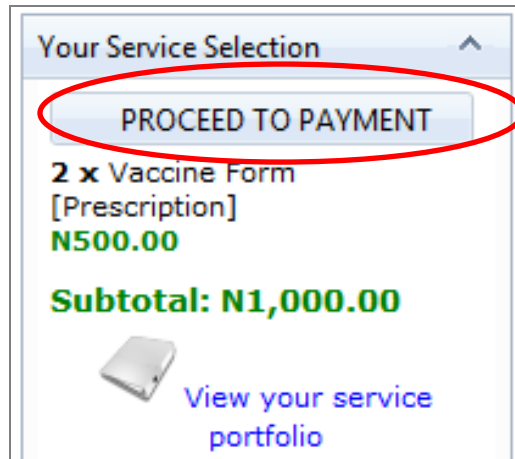




5. Select the number of forms you want and click on 'Add To Portfolio'. The selected forms appear on the right hand side of the page



6. Click on 'Proceed to Payment'



7. Enter your details and click on continue

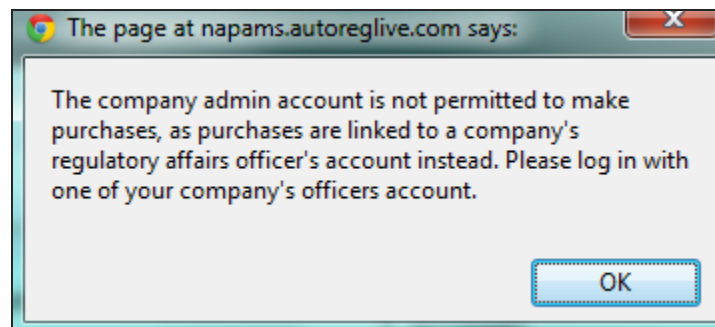
A screenshot of a registration form for a company regulatory affairs officer account. The form is titled "Fill company regulatory affairs officer account details below:". It contains several input fields: "First Name:" with the value "Seun", "Middle Name:" with the value "O", "Last Name:" with the value "Olayemi", "Mobile:" with the value "(0803) 456 7890", and "Email:" with the value "email@yahoo.com". A red circle highlights the entire form area. Below the form, there is a red warning message: "Please confirm your email address is correct and note that your login details and future notifications will be sent to your email address." At the bottom of the form, there is a blue "Continue" button.

A mail containing your username and password will be sent to the email address provided

8. Select the preferred payment method. The service charged is calculated and added to your bill.
9. Click on 'Proceed To Payment'

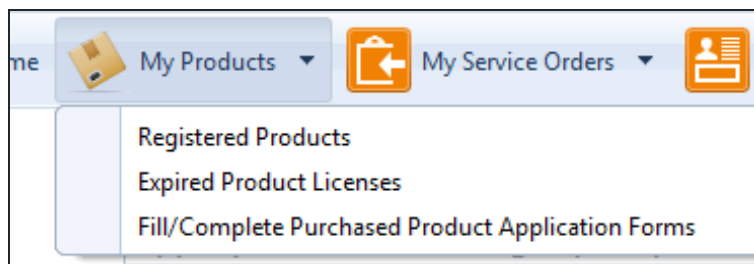
### **Can I purchase a form with my company admin account?**

No, If you attempt it, a message will be displayed as shown below:



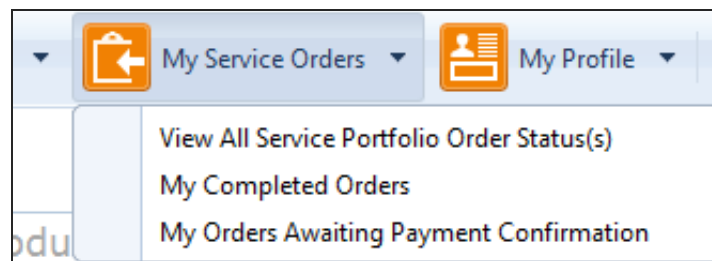
### **How do I check my Product Status?**

1. Click My Products
2. Select Registered Products or Expired Product Licenses



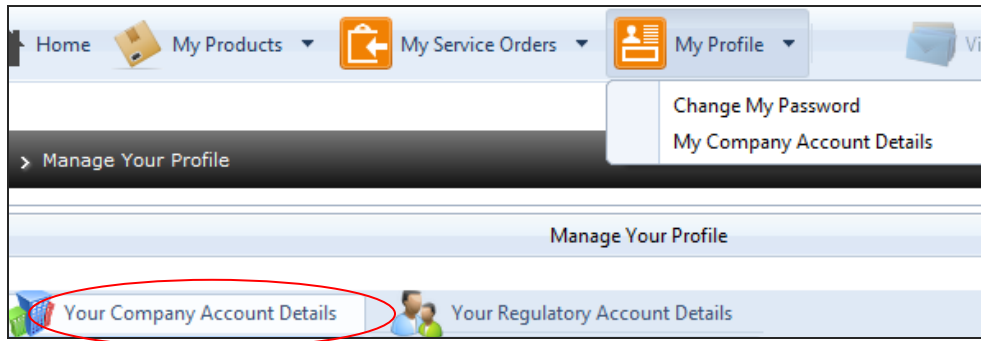
### **How do I check my Order Status?**

1. Click My Service Orders
2. Select the category of orders you want to view.



### **How do I create or register my Company Profile?**

1. Click My Profile > My Company Account details
2. Click on 'Your Company Account Details' tab



3. Fill in the details in the appropriate field (company information cannot be edited once it is registered except through NAFDAC)
4. Click on the 'Register' button

An account will be created for you company which would be associated with the regulatory officer(s) that has been created.

E-mail notification will be sent to the mail address specified for all activities regarding the company

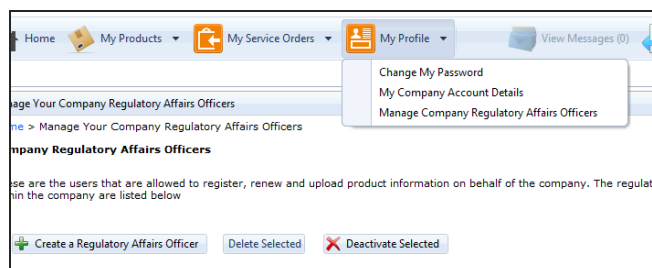
### How do I change my Company's information?

Company's information that can be changed include name, addresses, phone number e.t.c. and cannot be done without notifying NAFDAC who will update your account with the intended changes. (This is because NAFDAC should know the exact location of a company and how to contact the company.)

Information such as Date of Incorporation, RC number of a company does not change.

### How do I create a Regulatory Officer?

1. Log in with the Company Admin account.
2. Click My **Profile > Manage Company Regulatory Affairs Officers**
3. Click on **Create Regulatory Affairs Officer**



4. Fill in the details in the appropriate field (company information cannot be edited once it is registered except through NAFDAC)

Regulatory Affairs officers are grouped by the company they are created under. Fill out the form below to create a new representative.

First Name:   
 Middle Name:   
 Last Name:   
 Mobile:   
 Email:

5. Click on **Create & Exit** or **Create & Add Another**. Click **Cancel** to

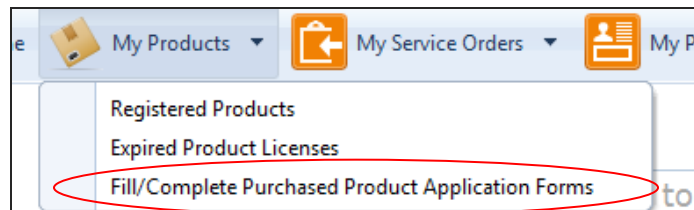
A confirmation message, notifying of successful creation of the Regulatory Officer is displayed.

### Can a client/or company have more than one Regulatory Officer?

Yes, log-in with the company admin account to create more regulatory officers.

### What are the steps in filling a form?

1. Click My products > Fill/Complete Purchased Product Application Form



2. You get a message prompting you to register your company profile if you have not already done so in order to fill the form (see )
3. Select the form from a list of purchased forms
4. Click on 'Fill/Complete Form' button

-Drug	Data Capture Drug Form	Data Capture [Medicinal Product]	<input type="button" value="Fill/Complete Form"/>
-Drug	Data Capture Drug Form	Data Capture [Medicinal Product]	<input type="button" value="Fill/Complete Form"/>

2 items in 1 page

5. Enter the product and manufacturer's details (Step 1 and 2)
6. Upload Approval documents and product image (Step 3 and 4)
7. View and print the completed form (Step 5)

**Note:** Always click on Save and Continue button in order to be able to continue from where you stop in the event that you log out.