

EMA account creation

The creation of a EMA account is needed in order to access the EudraCT website for the purpose of [uploading a third country file](#) or [ask for assignment of trial\(s\)](#) for the purpose of [posting results](#). A full overview of EudraCT processes is provided in the [EudraCT step-by-step guide](#). In case support is needed, see [here](#).

Check if you have an active EMA account or if you need to activate the Multi-Factor Authentication(MFA)

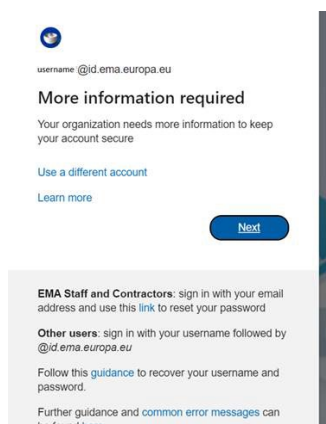
Check first if you have an EMA account through trying to log in EudraCT with your username followed by '@id.ema.europa.eu' and password (note: if you know you have an account but the password does not work, [recover password here](#), as per [instructions](#)):



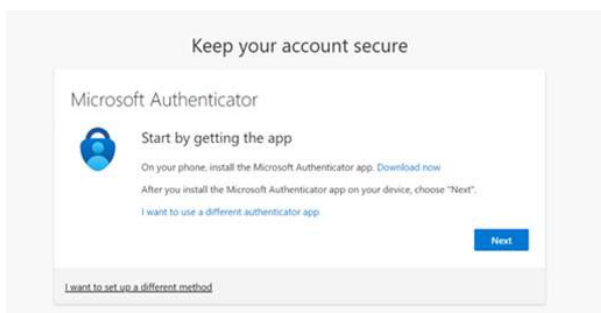
If the system brings you through the MFA steps and you can then access the EudraCT page, skip the present step and proceed with requesting assignment for your trial(s), [see relevant step](#).

Activation of the Multi-Factor Authentication(MFA)

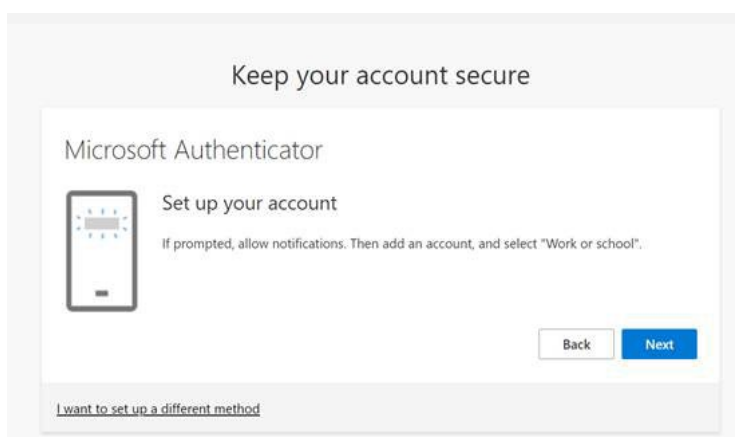
If you are taken to the following screen, you need to activate your MFA through clicking on 'next':



The following screen is displayed:



To activate your MFA, follow instructions of step 'Setup Multi-Factor Authentication (MFA)' in page [Sign In · EMA Account Management \(europa.eu\)](#), either installing the 'Microsoft Authenticator' app on your phone or using other authentication options.



If you do not have an EMA account, see following instructions.

Set up an EMA account (username and password)

In case you do not have an EMA account already, you need to create one.

1. Access the Registration form directly through [this link](#), or, in alternative, select 'Register' from the webpage [EudraCT tools & login](#):



2. The below page opens and you can then click on 'Create an EMA account (Self Register)' and on 'Self-service Registration form':

Welcome to EMA Account Management | Self registration & access management

About EMA Account Management

EMA Account Management is the European Medicines Agency's (EMA) secure online platform where you can request and manage access to EM

You can use the EMA Account Management portal to:

Create an EMA account (Self-Register)

To be able to [access EMA applications such as CTIS, SPOR, IRIS, EudraVigilance and UPD](#) you need to have an EMA Account. You can create a completing the [Self-service Registration form](#). In case your email is already in use, retrieve your username [here](#). Wait for the confirmation e-m other EMA applications.

Note: it may take some time before your account is active, so if you are not able to access your account immediately try again after 30 minut

- Fill in the required fields. Fields with a red asterisk are mandatory and must be filled in, including the 'User Agreement' tick box.

EMA - Self-service Registration Form

Submit the following form to register.

First Name *

This is used to create your username and to address you in email correspondence.

Last Name *

This is used to create your username and to address you in email correspondence.

Email *

We require a valid/active email address to create an EMA Account.

Password *

Please enter a password that you want to use to access your EMA Account. The password must have at least 8 characters and must contain upper case, lower case, numeric and special characters.

Confirm Password *

Mobile (optional)

This is an optional field. We will only use this information for security messages or alerts in relation to your account. Please include the international dialling code in front of your mobile number.

- Once all mandatory information has been inserted, you can click on 'Register'.
- Now the self-service registration confirmation form is displayed:

EMA - Self-service Registration Confirmation Form

Your EMA Account

Your EMA username is given below. Please make a note of this as you will need it to log in to EMA applications.

Username

bee_s

Your Details

First Name

Susan

Last Name

Bee

Email

susan.bee@ext@ema.europa.eu

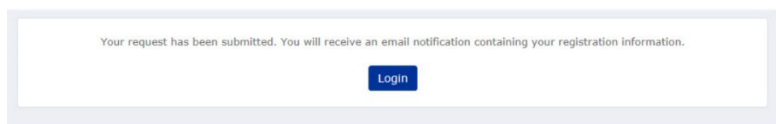
Mobile (optional)

One-time Token

Please enter the value of the one-time token you have received by email in the field below.

Confirm Token *

- Enter the value of the one-time token you have received by email.
- Submit the application and the following screen is displayed:



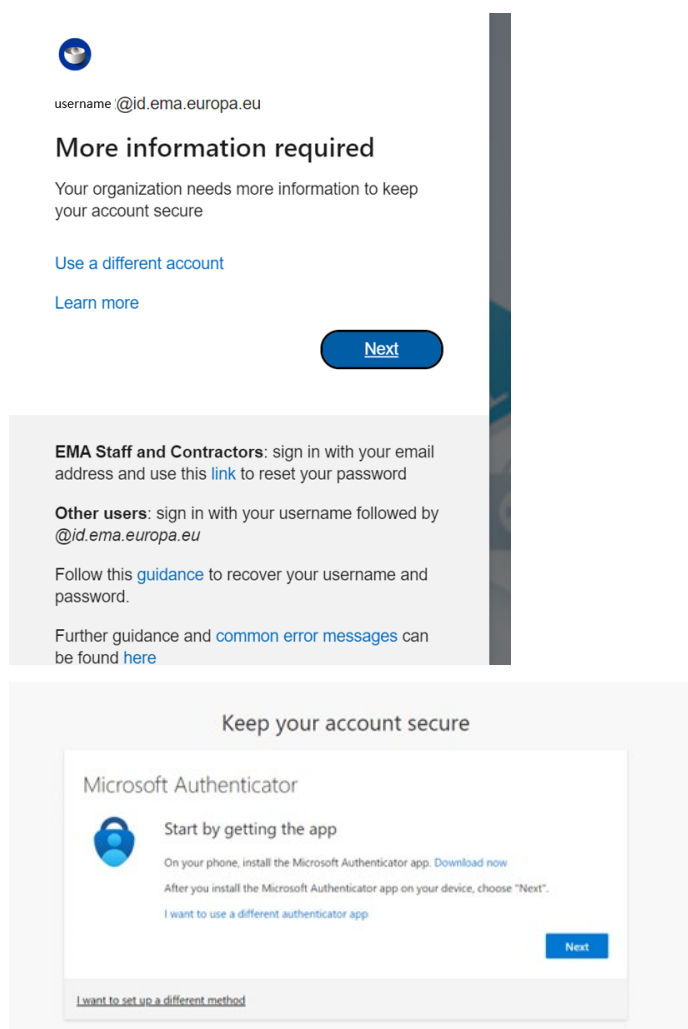
8. An email is sent to the address you provided which contains your registration information.

9. Click on 'Login':

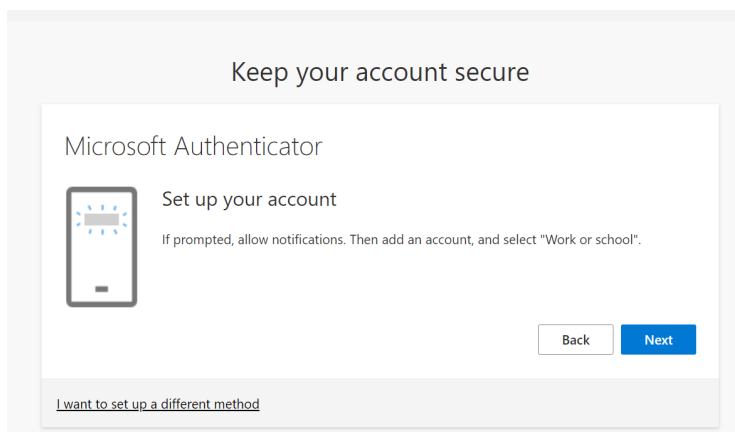


10. Insert your username followed by '@id.ema.europa.eu' and password (note: if it does not work, [recover password here](#), as per [instructions](#))

11. The following screen will be displayed, after clicking on 'next' you will be taken to the Microsoft Authenticator screen:



12. From now on, you can , follow instructions of step 'Setup Multi-Factor Authentication (MFA)' in page [Sign In · EMA Account Management \(europa.eu\)](#), either installing the 'Microsoft Authenticator' app on your phone or using other authentication options.



You should now be able to login here <https://eudract.ema.europa.eu/results-web/> with your EMA username followed by '@id.ema.europa.eu' and password.

Note: in case you need to change your EMA account password, follow the instructions described in the [EMA account management](#) website.

Support needed?

For questions, refer to our [Frequently Asked Questions](#). If the answer to your question is not there, [Contact us](#).