

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.

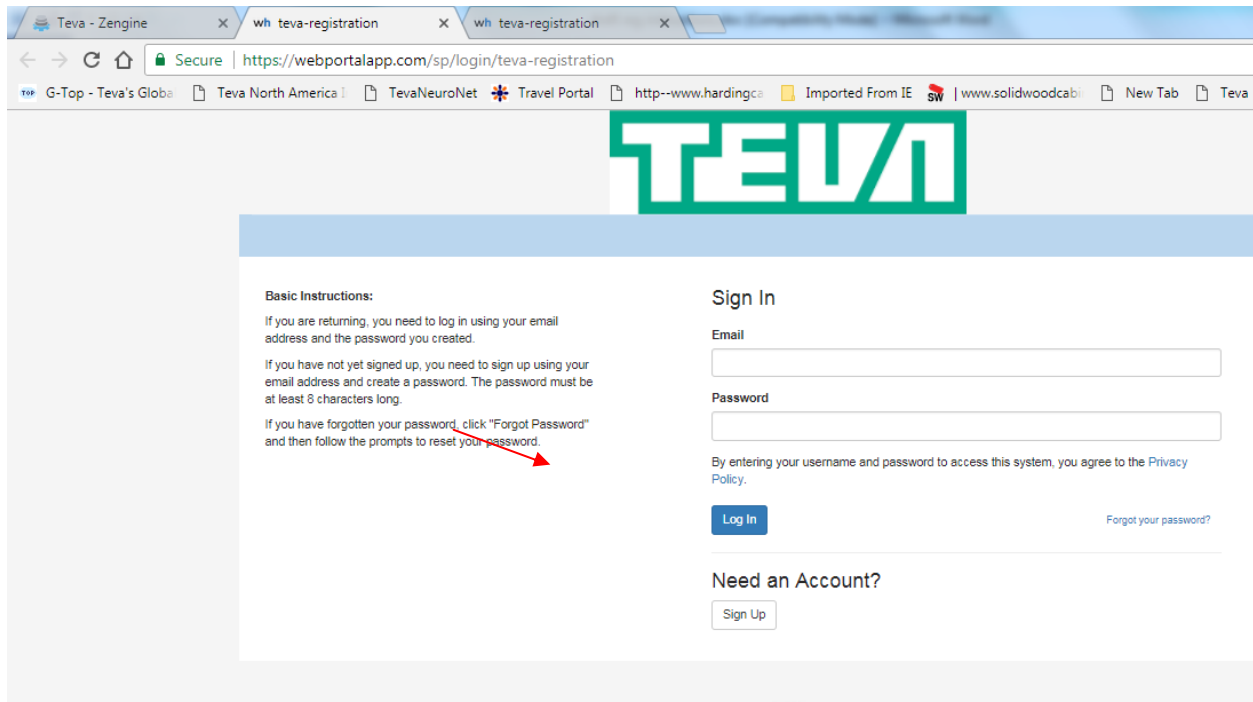
The registration process includes 3 simple steps and should take approximately 15 minutes or less to complete:

- 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 or call us at: 1-800-961-3604.

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 a web browser window with the URL <https://webportalapp.com/sp/login/teva-registration>. The page features the Teva logo at the top. Below the logo, there are two main sections: "Basic Instructions" and "Sign In".

Basic Instructions:

- If you are returning, you need to log in using your email address and the password you created.
- If you have not yet signed up, you need to sign up using your email address and create a password. The password must be at least 8 characters long.
- If you have forgotten your password, click "Forgot Password" and then follow the prompts to reset your password.

Sign In:

Email

Password

By entering your username and password to access this system, you agree to the [Privacy Policy](#).

[Forgot your password?](#)

Need an Account?

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

The screenshot shows a web browser window with the URL <https://webportalapp.com/sp/signup/teva-registration>. The browser tabs include "Teva - Zengine", "wh teva-registration", and "wh teva-registration". The address bar shows "Secure" and the URL. The browser's bookmark bar contains "G-Top - Teva's Globa", "Teva North America", "TevaNeuroNet", "Travel Portal", "http--www.hardingca", "Imported From IE", "www.solidwoodcabi", "New Tab", and "Teva".

The page features a large green and white "TEVA" logo at the top. Below the logo is a blue horizontal bar. The main content area is divided into two columns. The left column contains "Basic Instructions" with three paragraphs of text. The right column is titled "Sign Up" and contains three input fields: "Email", "Password", and "Confirm password". Below the "Password" field is a note: "Your password should be at least 8 characters." At the bottom of the sign-up form is a blue "Sign Up" button. The footer of the page includes the text "POWERED BY wizehive".

Basic Instructions:

If you are returning, you need to log in using your email address and the password you created.

If you have not yet signed up, you need to sign up using your email address and create a password. The password must be at least 8 characters long.

If you have forgotten your password, click "Forgot Password" and then follow the prompts to reset your password.

Sign Up

Email

Password

Your password should be at least 8 characters.

Confirm password

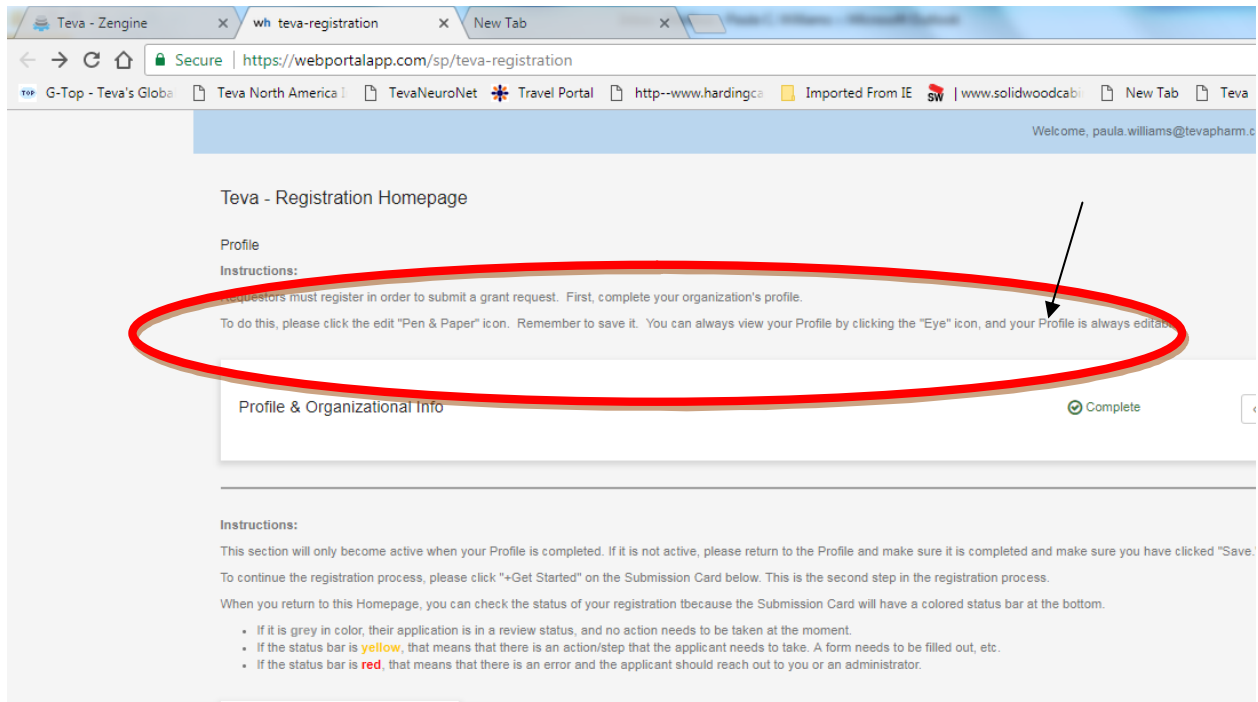
[Sign Up](#)

POWERED BY wizehive

Continue with the registration process:

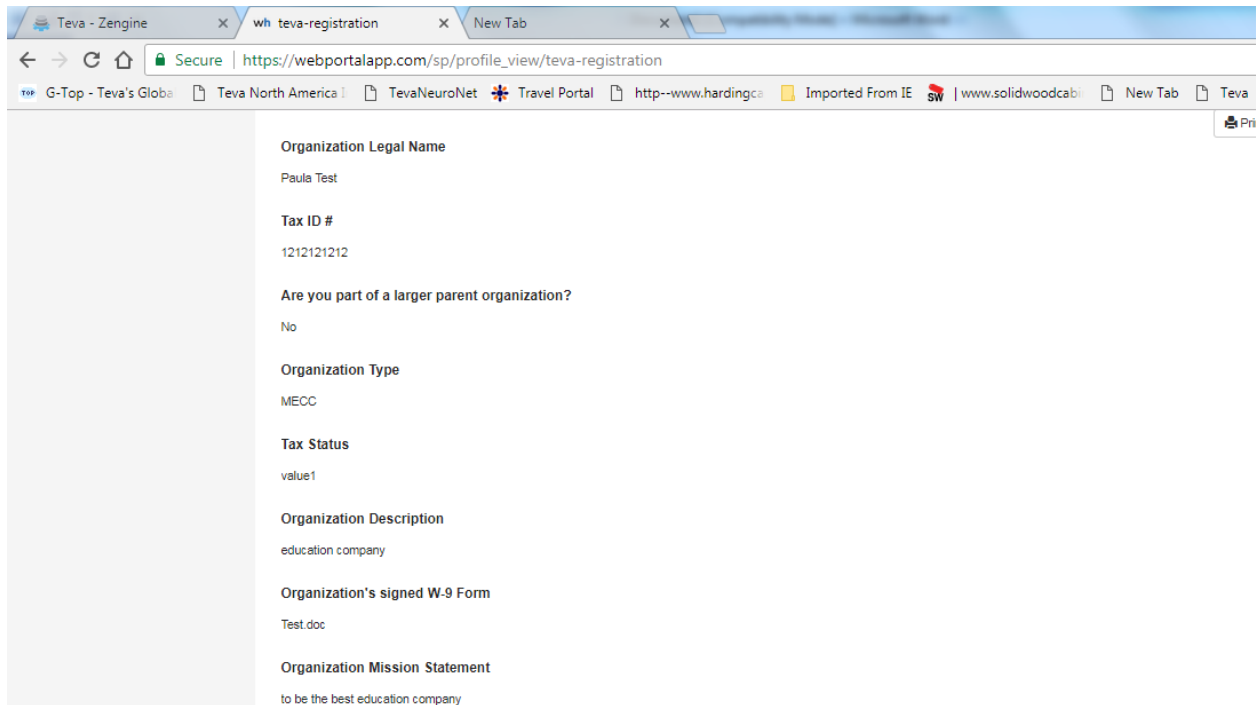
1. Completing the Profile and Organization Info

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 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 the URL <https://webportalapp.com/sp/workflow/teva-registration>. The page title is "Teva - Registration Home". The main content area is titled "Registration" and contains three sections: "Registration Form", "Compliance Form", and "Registration Submission".

The "Registration Form" section is highlighted with a red circle. It contains the following text:

Registration Form Progress

Registration Form Instructions:

If you have not started this section, please click the "Start Now" button to the right.

If you have already started this section, please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

The "Compliance Form" section contains the following text:

Compliance Form Not Started Start Now >

Compliance Form Instructions:

If you have not started this section, please click the "Start Now" button to the right.

If you have already started this section, please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

The "Registration Submission" section contains the following text:

Registration Submission Submit

(This is where instructions before submission can be placed)

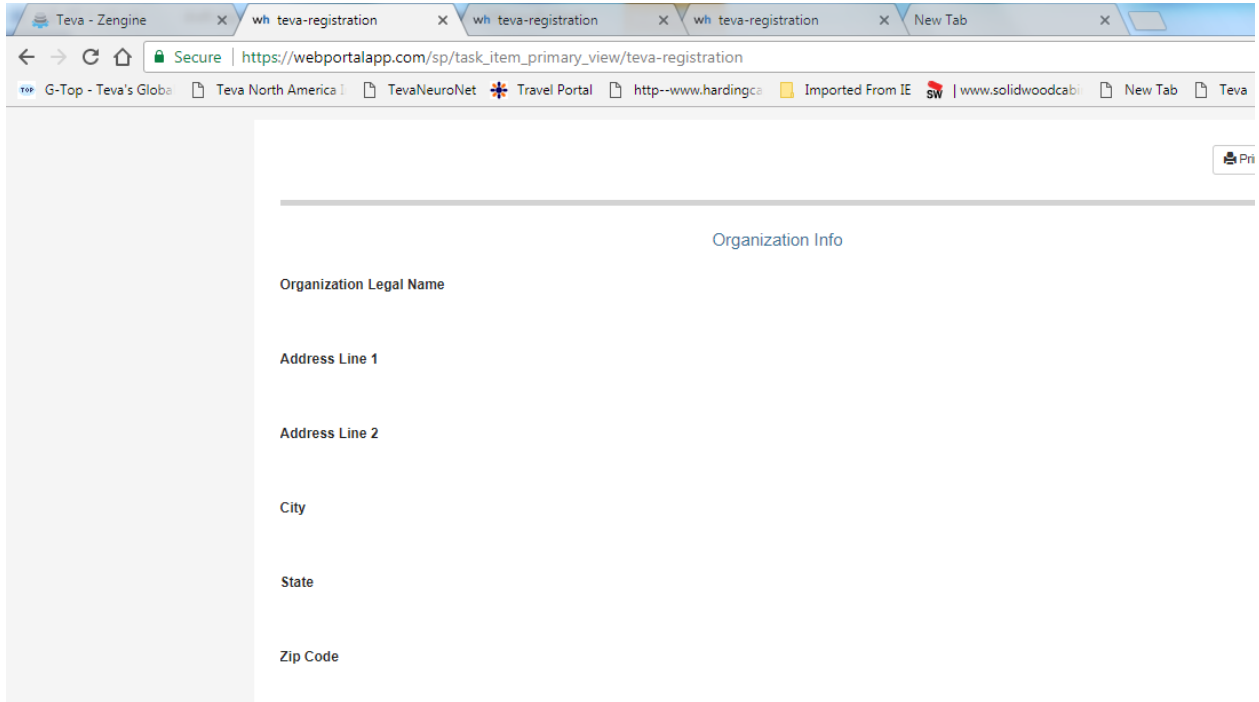
Basia Instructions:

The applicant will see this text prior to fully submitting their application. When the applicant has completed every section of the application, the "Submit" button to the right will become green and clickable. The applicant's submission is not fully submitted until the applicant clicks the green "Submit" button.

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

Website URL

User Information

Please enter your email address. This will serve as your username when you log into the system in the future. Please type the password for your account. Valid passwords must contain 8 characters. Asterisks (*) indicates required field.

Email

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?

Authorized Signer Email

First Name of Authorized Signer

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:

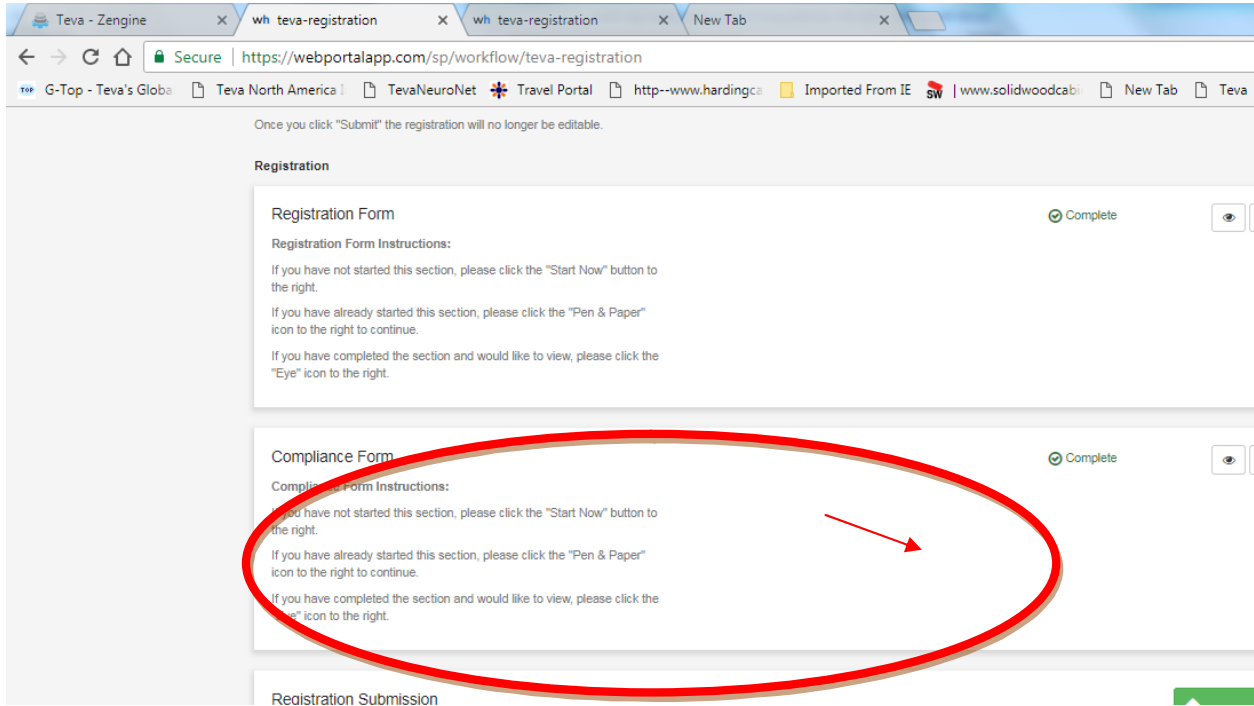
- A message: "When you have completed every section, the 'Submit' button will turn green. This indicates that you can now submit your completed registration. Once you click 'Submit' the registration will no longer be editable." A red arrow points from this text to the 'Complete' status of the Registration Form.
- A section titled "Registration" with a sub-section "Registration Form" showing a status of "Complete" and an "Eye" icon.
- A section titled "Compliance Form" showing a status of "Not Started" and a "Start Now >" button.
- A section titled "Registration Submission" with a "Submit" button.

A large red oval highlights the "Registration Form" and "Compliance Form" sections.

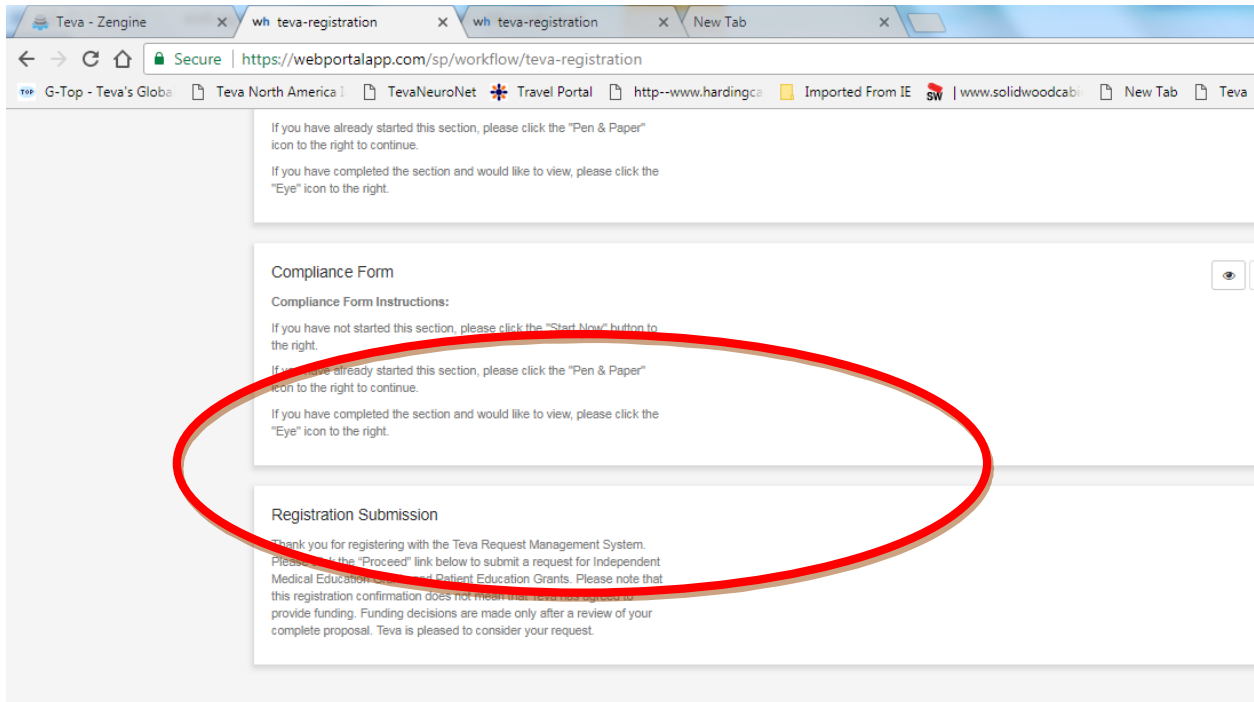
Compliance Form (aka Compliance Commitment)

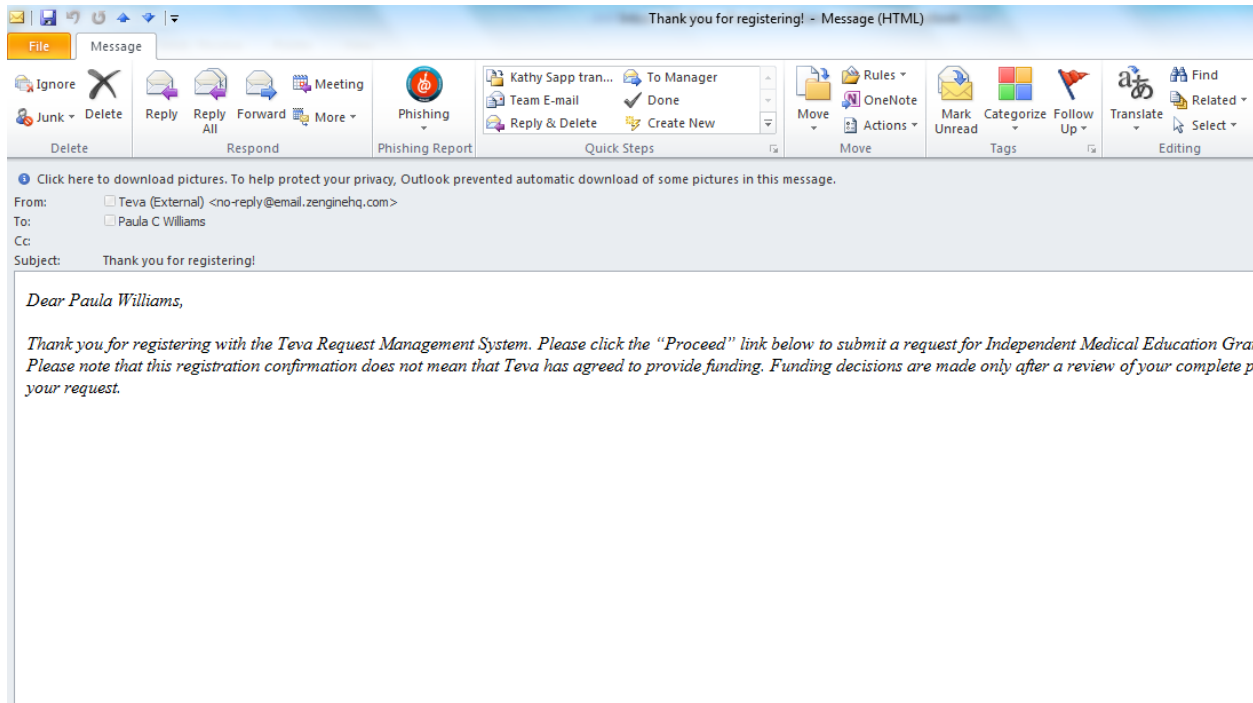
Read and acknowledge by clicking “Yes”.

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.



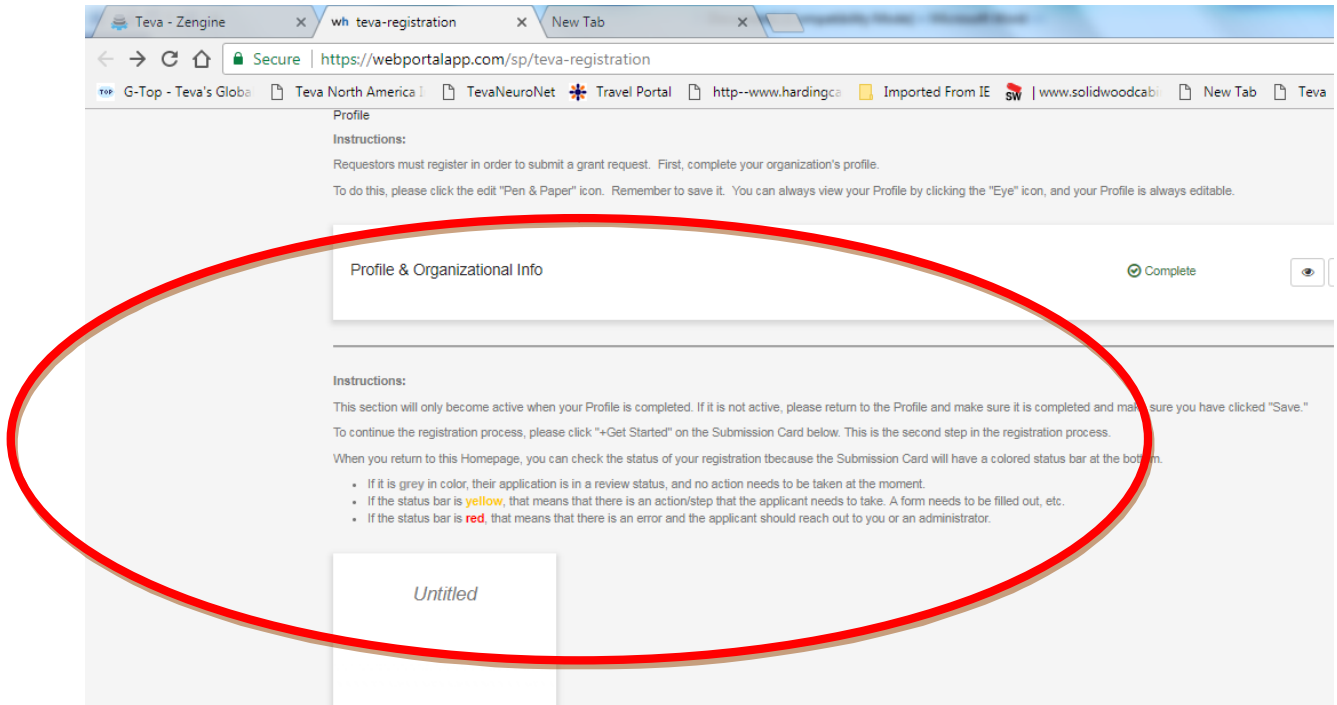
After you click Submit, the button will disappear and you will see a Thank You message. You will also receive an email from the system.





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.
- 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 or call us at: 1-800-961-3604



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.