

How to create more user accounts within the profile of one company

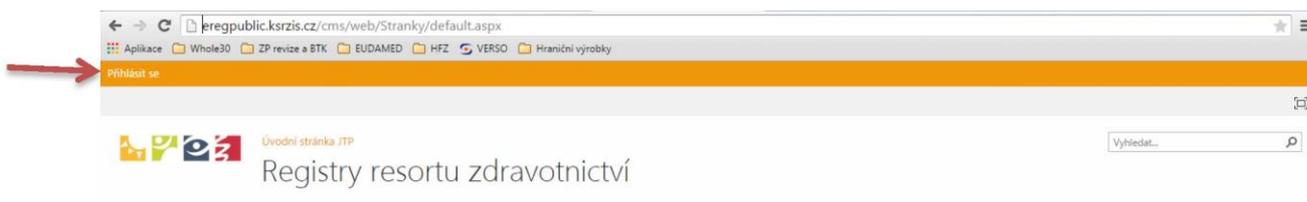
The Registry of Medical Devices (further referred to as „RZPRO“) enables to create more user accounts within the profile of one company. Setting of these accounts is done on the unique user administration platform EREG. The authorised representative of an organisation can thus authorise more persons to work within the profile of the organisation in RZPRO.

1) Login to the EREG system using your login data.

Enter the following address to the browser:

<http://eregpublic.ksrzis.cz>

Click „login“ placed in the left upper corner



2) After login to the system, choose the icon „JSU“



3) Choose the icon „Nový uživatel“ (New User)



4) New application is displayed, fill in the data on the person authorised to work in RZPRO

Nová Žádost ? nápověda

Uživatel

Titul před *Title* Jméno *Name* Příjmení *Surname* Titul za

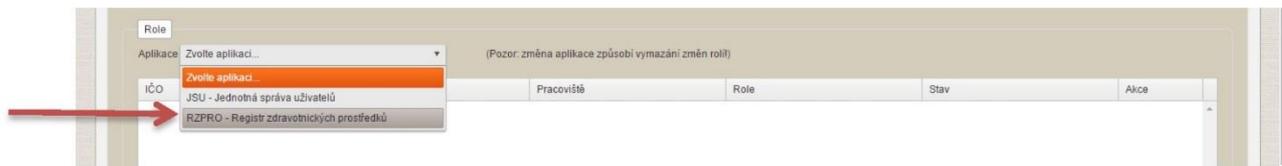
E-mail *Email* Mobilní telefon *Mobile phone number* Přihlašovací kód *Login option sms=mobile phone / email*

Datum narození *Date of birth* Ztotožněn s ROB

Role

Aplikace (Pozor: změna aplikace způsobí vymazání změn rolí)

5) In the section “Role” field “Applikace” choose “RZRPO – “Registr zdravotnických prostředků”



6) In the section “Role” field “Pracoviště” (Working site) choose the name of your company, click on the chosen company and confirm by clicking “Vybrat”.



7) In the section “Role” in the field “Role” choose “Oznamovatel” and click “Přidat”



8) Submit the application by clicking “Podat” at the end of the form



9) The application has been sent



UZIS will confirm your application. The user will be sent an activating email. As soon as the account is activated (by clicking the link sent in the email), you can start immediately working in RZPRO.

In case of trouble, please contact: helpdesk.registry@uzis.cz

Sekce zdravotnických prostředků

26. 2. 2018