User Registration Domestic Trade

NDS-WEB2

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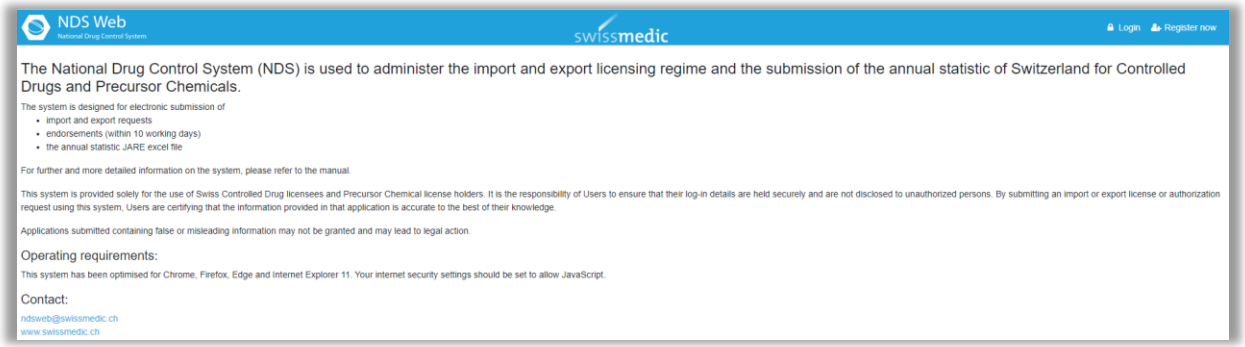
1 Registration Domestic Trade

1.1 Self-registration

Employees of establishments in possession of a licence for handling controlled drugs may register for the system.

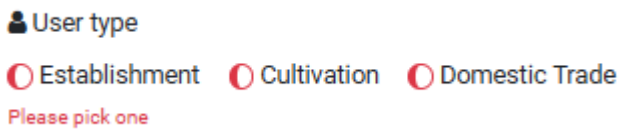
Step 1: Home page

To reach the home page, use the URL www.ndsweb.swissmedic.ch



Step 2: Register now

Open the "Register now" tab (top right), and complete the user registration form.
Choose the user type Domestic trade



Please chose company (establishment)

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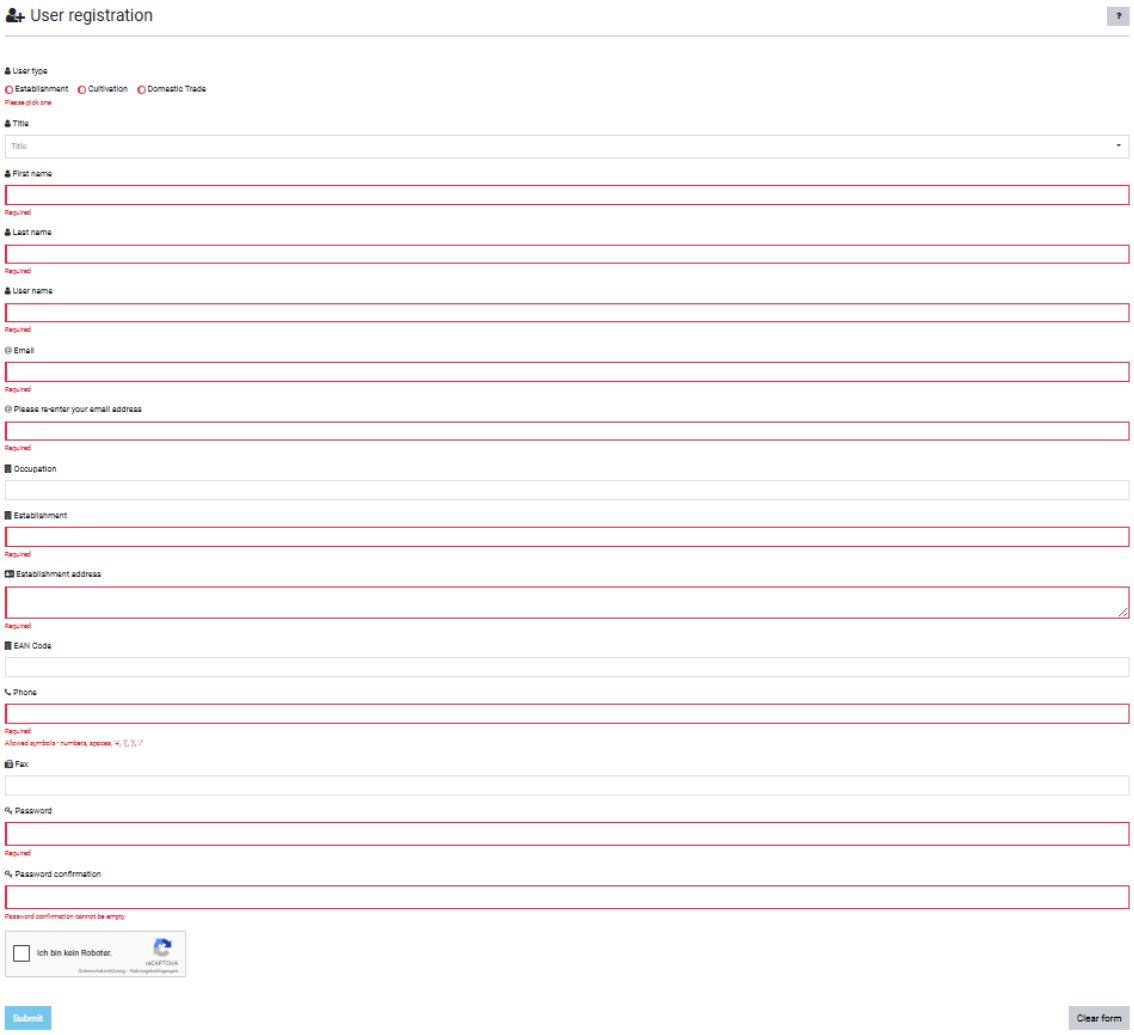
Fill in the red framed boxes <required> and the address box with your details.

Choose a user name and enter a password.

The registration cannot be completed, if you entered a user name already in use. In this case you receive an error message. The registration can only be completed, if you change the data.

Confirm that you are not a robot.



Click on <Submit> to send the user request to Swissmedic.

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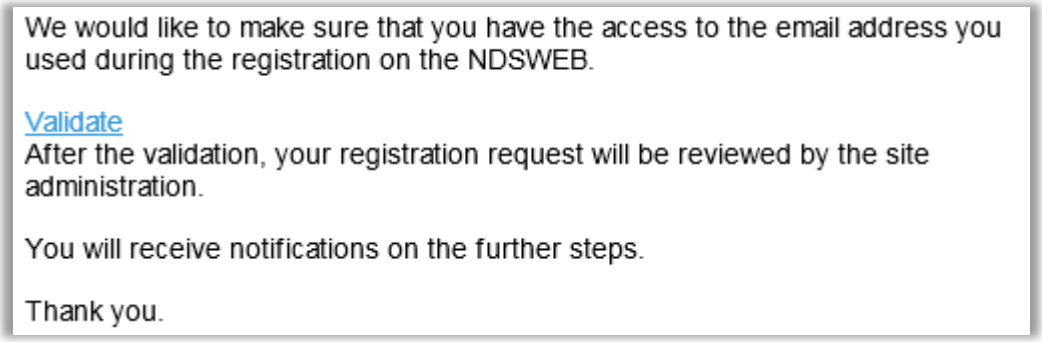
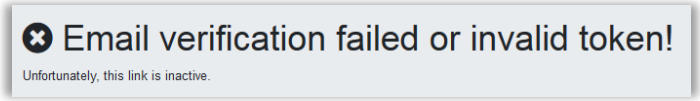
Step 3: Verification of the email address

The user receives a link to the indicated email address to verify the correctness of the address. Just click on the link; Swissmedic then receives a message, that the verification was successful.

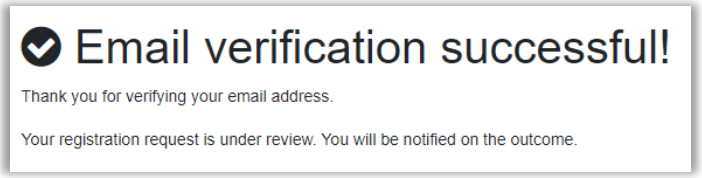


This link is only valid for a certain time. If the link is no longer active, the following message appears:



Please inform us if this is the case, so that we can resend a link.

If the verification was successful, the following message appears:

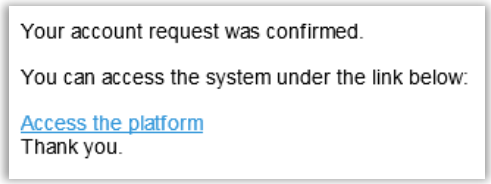


Step 4: Confirmation by the responsible person

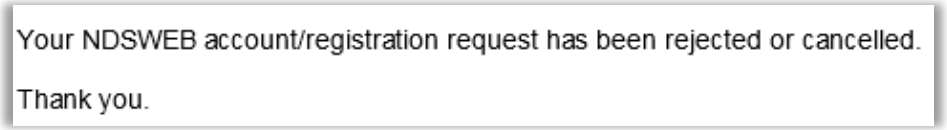
Swissmedic sends a confirmation of user registration by email to the responsible person stated in the licence for handling controlled substances. By signing it, the responsible person confirms that he / she is allowed to submit requests/upload domestic trade notifications. In case the account is for the responsible person her-/himself, she/he can sign the user registration herself/himself.
Please return the signed form to Swissmedic by email ndsweb@swissmedic.ch.

Step 5: Account activation

Upon reception of the confirmation, Swissmedic activates the account. You have chosen your login credentials (user name and password) yourself and will therefore not receive any information in this regard.



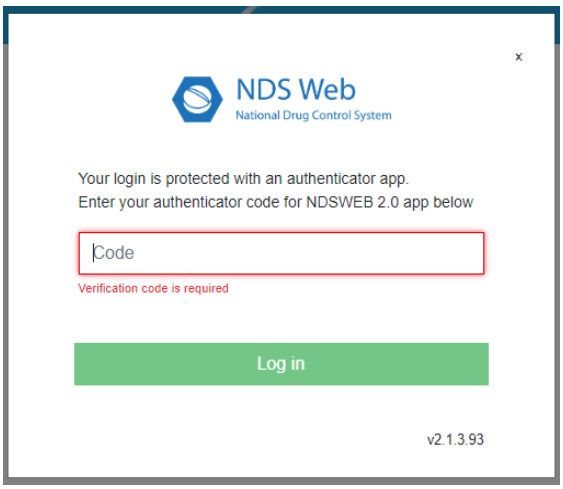
In case of a rejection from Swissmedic, you receive the following message:



1.2 Two-factor authentication

The app we use for two-factor authentication is Microsoft Authenticator. This app is free and runs on both Android and Apple devices. It can be used as soon as you have successfully installed and logged into it.

Once you have entered your username and password in NDS WEB, the following screen appears:

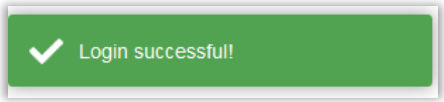


After launching the Authenticator app on your phone, a 6-digit code will appear. Enter this code in the field above. After clicking “Log in,” you will be signed in to your NDS-Web account.

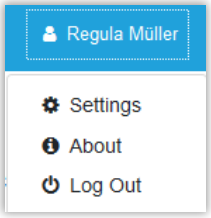
1.3 Login

The "Login" function is reached via the homepage www.ndsweb.swissmedic.ch.

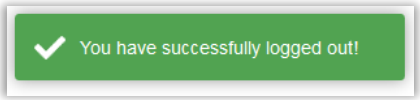
After the successful login, the following message appears:



To log out, please click on your name (top right) and the following menu appears:

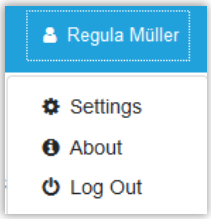


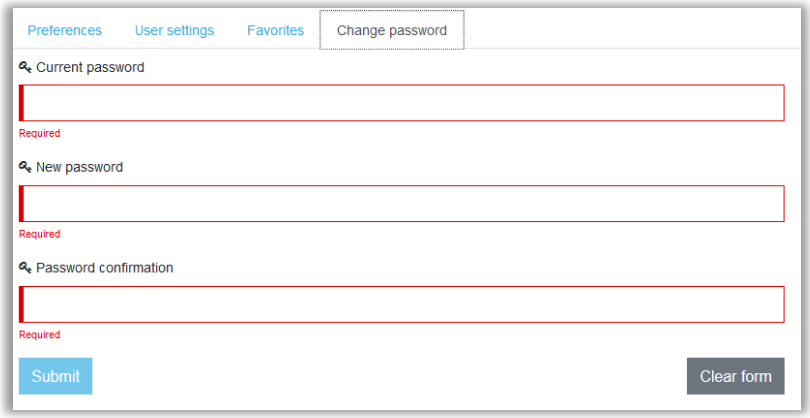
After the successful log out, the following message appears:



1.4 Change Password

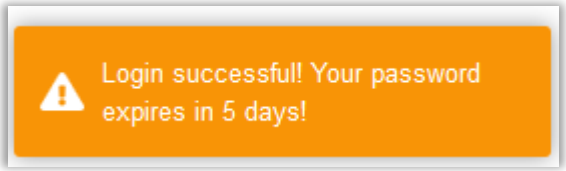
On logging in successfully, you may change your password in the menu <Settings>, under <Change Password>.





1.5 Password validity and requirements

A password is valid for 90 days at a time. 15 days before your password expires, a reminder appears when logging in.

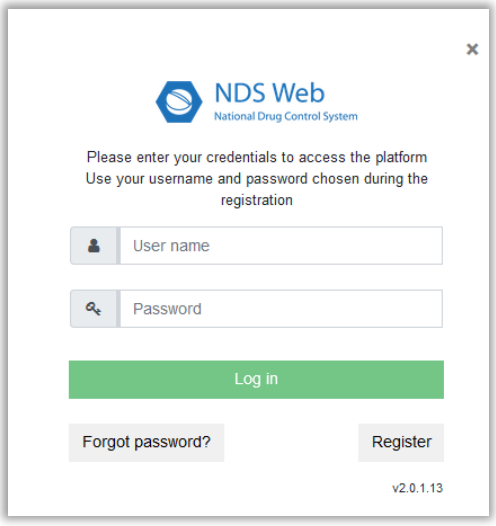


Password requirements:

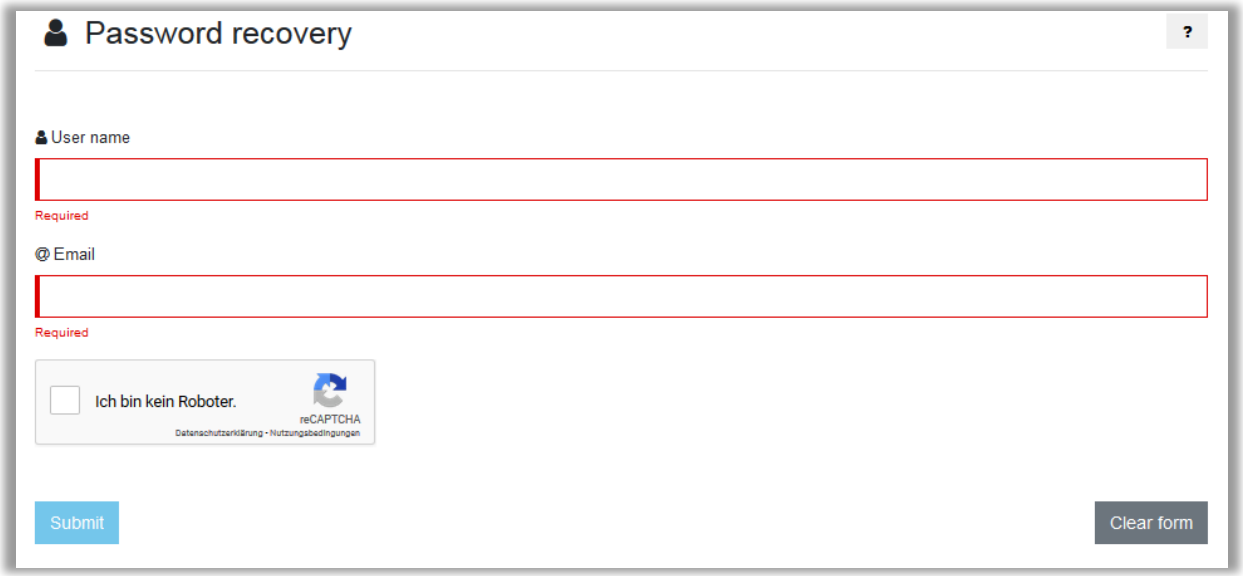
- At least 8 characters, max. 32 characters
- Upper case letters
- Lower case letters
- Numbers
- Special characters

1.6 Password forgotten or expired

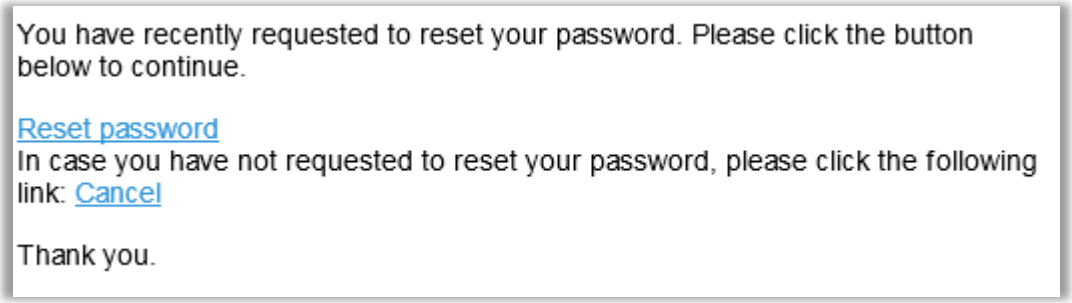
If you have forgotten your password or if it has expired, please go to the <Login> screen and click <Forgot password?>.



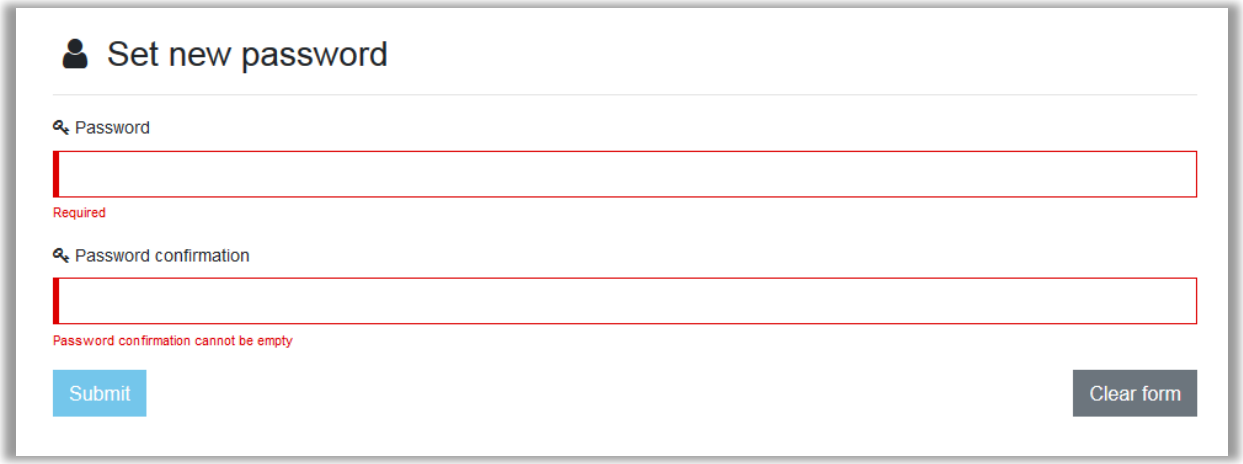
In the following screen, please enter your username and email address.



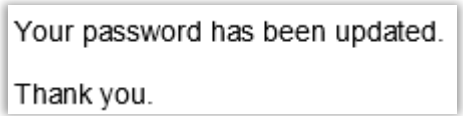
After clicking <Submit> you receive an email with a link to reset your password.



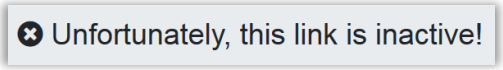
When clicking on <Reset password> the following screen opens:



Enter the new password twice and click on <Submit>. Subsequently the login page opens and you receive an email with the following message:



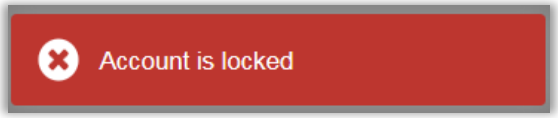
If you waited too long to use the link, you receive the following message:



Please restart the process <Forgot Password?>.

1.7 Account locked

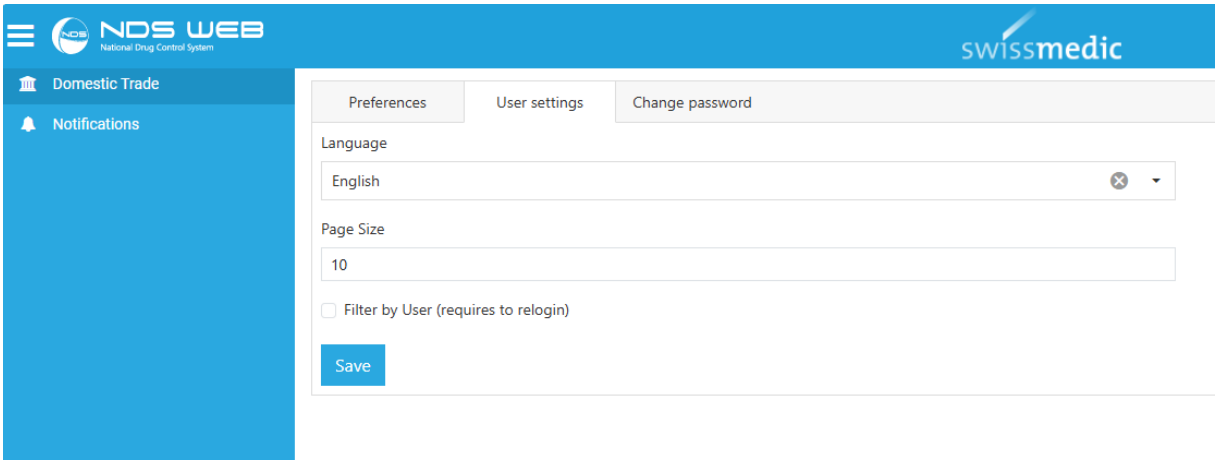
After entering a wrong password three times, your account is locked.



Please send us an email to ndsweb@swissmedic.ch, so that we can unlock your account.
You can then login again with your old password or continue as described in point 1.6 to set a new one.

1.8 Settings

In <Preferences> you find your username, family and first name, email address and establishment code.
For additional user settings, please use the menu <User settings>.



Language: The system language available in Switzerland is English.
Page Size: This enables users to select the number of lines to display per page.
Filter by user: If this box is checked, you will only see your entries. Otherwise, you will see all entries from your company.

2 History / Changes

Version	Changes
1.0	Initial version for User Registration for Domestic Trade module (replacement of former MESA system)

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