



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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Steps required to send electronic submissions via the eSubmission Gateway & Web Client

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How do I start sending electronic submissions via the Web Client?

- 1) Read the guidance documents on the eSubmission website
- 2) [Register online](#)
- 3) Wait for confirmation of registration in the production (and test if required) environment via email
- 4) Web Client users can send test & production submissions when their profile has been enabled (the sending of test submissions is optional and only possible if the user includes test information in the online registration form at the time of registration).
- 5) Start sending eCTD submissions

How do I start sending electronic submissions via the Gateway?

- 1) Read the guidance documents on the eSubmission website
- 2) [Register online](#) and upload your certificates
- 3) Wait for confirmation of registration in test environment via email
- 4) Send test eCTD submissions
- 5) Wait for confirmation of registration in the production environment via email
- 6) Start sending eCTD submissions