

## Registration holder

In the new portal of external identities, which can be found at [pristupy.sukl.cz](http://pristupy.sukl.cz), you will find the following new functionalities:

### 1. Login to the portal

You have the option to login to the new portal.

### 2. Set the password after entering the password

Save your password after the first notification to the new portal.

### 3. Identity management after registration to the portal

When you log in to the portal, you will see details about people where you can choose from the color labels General - Contacts - Password - Specialization - My requests - History.

- In the **General** window, you can see basic information such as Company ID, address and subject name
- In the **Workplace** window, the Workplace and their numbers that can be used in the system are disabled for the correct functioning of eRecept.
- **Certificate**, offers the possibility to generate a new global or standalone certificate. Possibility to download the certificate, the possibility of revocation of the certificate and the time 30 days before the expiration of the certificate with the possibility of revocation (loss) of the certificate.
- And **my request** and **history**, the status of the submitted request and what happened to the account in history.

### 4. Reset your login

- In case of forgotten login data, methods of sending written requests for restoring login data

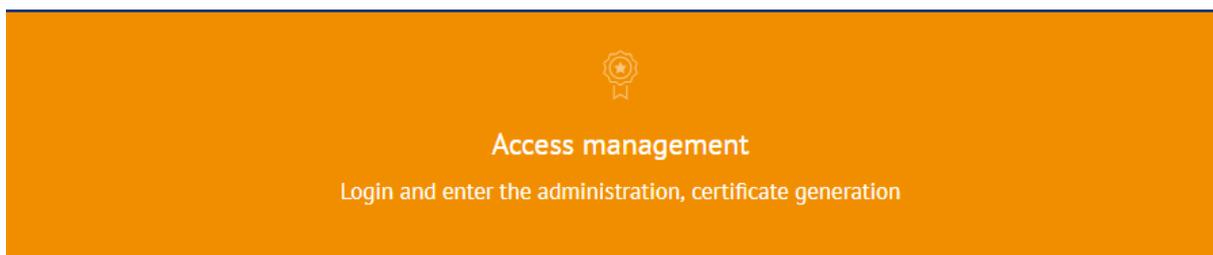
## Registration holder

Login to the EI system

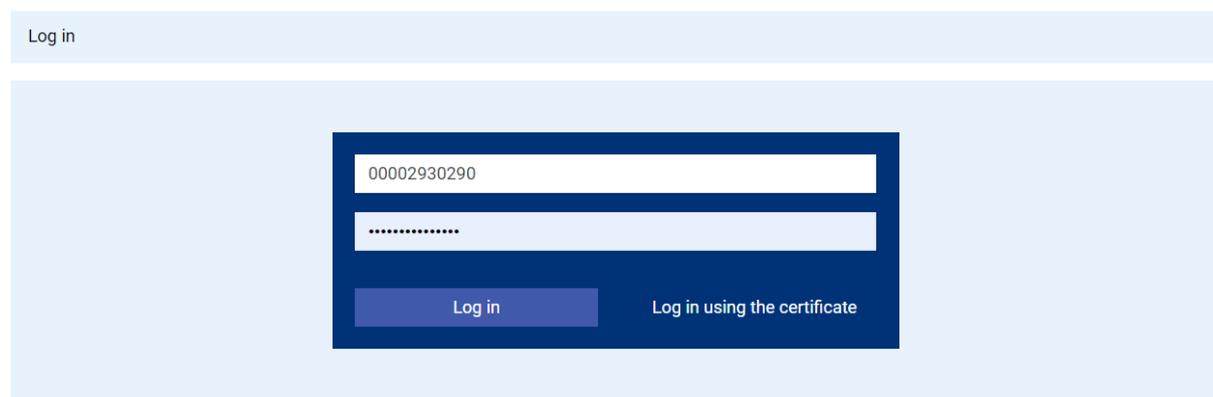
On the portal [pristupy.sukl.cz](http://pristupy.sukl.cz) click on "Access Management". The icon scrolls the requester to the section.



Then click on "Access Management".



The applicant will now fill in the registration holder's login information received by post to the portal.

A light blue rectangular area containing a "Log in" header. Below the header is a dark blue login form. The form has two input fields: the first contains the number "00002930290" and the second contains a series of dots representing a password. Below the input fields are two buttons: "Log in" and "Log in using the certificate".

After logging in, it is necessary to record the administrative login of the registration holder in this portal, without this login it is not possible to generate a certificate for access to the eReceipt system.

The next step is to set the password. You must choose a password that meets the password requirements of the Cyber Security Act. Password must be min. 12 characters and must contain at least one number and min. One capital letter. If the requirements are not met, the password cannot be used. It is also advisable not to use diacritics. The password is filled in twice.

### Issuing permanent access data for your facility

Hello, please make permanent workplace access to the Portal.

Permanent access data will serve to administer your entire business (if you provide multiple-site services).

You can use the workplace accesses to generate the SÚKL authentication certificate even if it expires. An alternative access to the portal with a certificate in this case will not work.

For this purpose, you need to change your access password. Please remember permanent access data. **Temporary access data will no longer be functional after the change.**

Your login name to the portal is 00150013677

#### You need to set up your new password

The password must be at least 12 characters long. It must contain min. one small letter, one capital letter and one digit. Please do not use accents or special characters.

New password 

Repeat new password 

#### Check your contact details

The current email contact information will be used when necessary for news and changes that will be prepared by the State Institute for Drug Control in the future. The contact phone number is suitable for answering questions and resolving unexpected events quickly. The filling in of the contact data is voluntary and serves only to improve the quality of service provision by the State Institute for Drug Control.

Mobil (bez předvolby)

Email

When the password is filled twice correctly and meets all the requirements, confirmation will be given in the form of a green icon. Following is an update of your contact information in the form of a mobile number and email address. The mobile number is displayed without a prefix and the portal only accepts Czech telephone numbers.

certificate in this case will not work.

For this purpose, you need to change your access password. Please remember permanent access data. **Temporary access data will no longer be functional after the change.**

**Your login name to the portal is 00150013677**

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**You need to set up your new password**

✓

✓

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**Check your contact details**

The current email contact information will be used when necessary for news and changes that will be prepared by the State Institute for Drug Control in the future. The contact phone number is suitable for answering questions and resolving unexpected events quickly. The filling in of the contact data is voluntary and serves only to improve the quality of service provision by the State Institute for Drug Control.

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**Information on processing of personal data**

The State Institute for Drug Control processes the provided data in order to identify and subsequently authenticate the applicant when accessing the information system of the Central Repository of Electronic Recipes, pursuant to Section § 81 (1) d) of Act No. 378/2007 Coll., on pharmaceuticals. For more information about processing your personal information, especially about your rights, such as the right of access and the objection, see the section [Processing of personal data](#).

Once the form is filled in correctly, you can confirm it by clicking the submit button at the bottom.

**You need to set up your new password**

✓

✓

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**Check your contact details**

The current email contact information will be used when necessary for news and changes that will be prepared by the State Institute for Drug Control in the future. The contact phone number is suitable for answering questions and resolving unexpected events quickly. The filling in of the contact data is voluntary and serves only to improve the quality of service provision by the State Institute for Drug Control.

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**Send**

After submitting, confirmation of the form, the above information is set. After this confirmation, the original password from the application will no longer work. The portal will once again display all login options for accessing eReceipt and this portal. Record these data somewhere. At the same time, an email message with all logins will be sent to the email below.

Your login name to the portal is 00150013677

**You need to set up your new password**

..... ✓

..... ✓

**Make a note of your login name**

Your login name is:  
**00150013677**

**Thank you, I made a note**

**Check your contact details**

The current email contact information will be used for all communication. The contact phone number is suitable for answering unexpected events quickly. The filling in of the contact information is only to improve the quality of service provision by the State Institute for Drug Control.

**Information on processing of personal data**

The State Institute for Drug Control processes the provided data in order to identify and subsequently authenticate the applicant when accessing the information system of the Central Repository of Electronic Recipes, pursuant to Section § 81 (1) d) of Act No. 378/2007 Coll., on pharmaceuticals. For more information about processing your personal information, especially about your rights, such as the right of access and the objection, see the section [Processing of personal data](#).

You can log in with your new password now.  
Do not forget to note your login name: **00150013677**

**Login with a new password**

After confirmation, it is possible to log in with a new login and password to this portal and generate a certificate of the registration holder, by which it is possible to log in to the REG13 system.

Log in

00150013677

.....

**Log in**      **Log in using the certificate**

Login informations

Informations    Medic    Ambulance    Pharmacy    Distributor    MAH holder    MD producer

## How to generate Certificate:

After signing in to the External Identity Portal, select the Certificates bullet. Then select the „Generovat“ button.

Identity management / Detail of subject

**Test**  
IČ: 262626

General Branches Certificates My applications History

If the operator carries out several types of activity, it is necessary to generate a certificate for each type of activity (distributor, pharmacy, medical facility, etc.). The validity of issued certificates is 2 years from the date of generation.  
If the list of workplaces below does not correspond to the list of operators' offices that will communicate with the SÚKL systems, please contact SÚKL at the email address [erecept@sukl.cz](mailto:erecept@sukl.cz).

Refresh

Agenda ID	Agenda name	Valid from	Valid to	Generate	Invalidate	Certificate
155	Držitelé registrace <span>1/0</span>	---	---	Generovat		
	Test	---	---			N/A

After clicking the generate button, the portal will ask you to create a password for the certificate. Each certificate is protected by a passphrase that must meet the necessary security requirements (must be at least 8 characters long and contain lowercase letters, uppercase letters and numbers. Accented letters cannot be entered).

**Enter new certificate password**

New password:

The password must contain at least 8 characters (digits, lowercase letters, uppercase letters, no accents, no special characters)

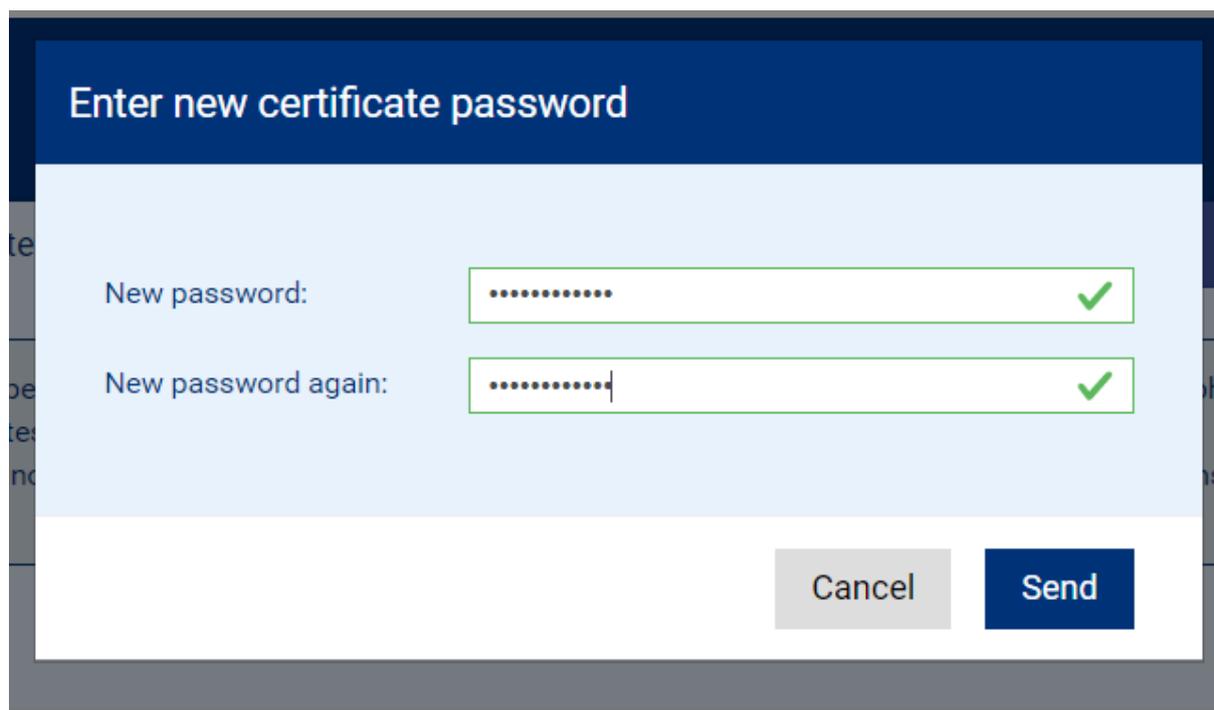
New password again:

Passwords do not match

Cancel Send

The password is used to secure the certificate and must be noted! It is required to install the certificate.

If a sufficiently secure password is entered (the password will be marked with a green confirmation icon) and re-entering the password matches the entered password (again the confirmation icon), it is possible to send the certificate for generation.



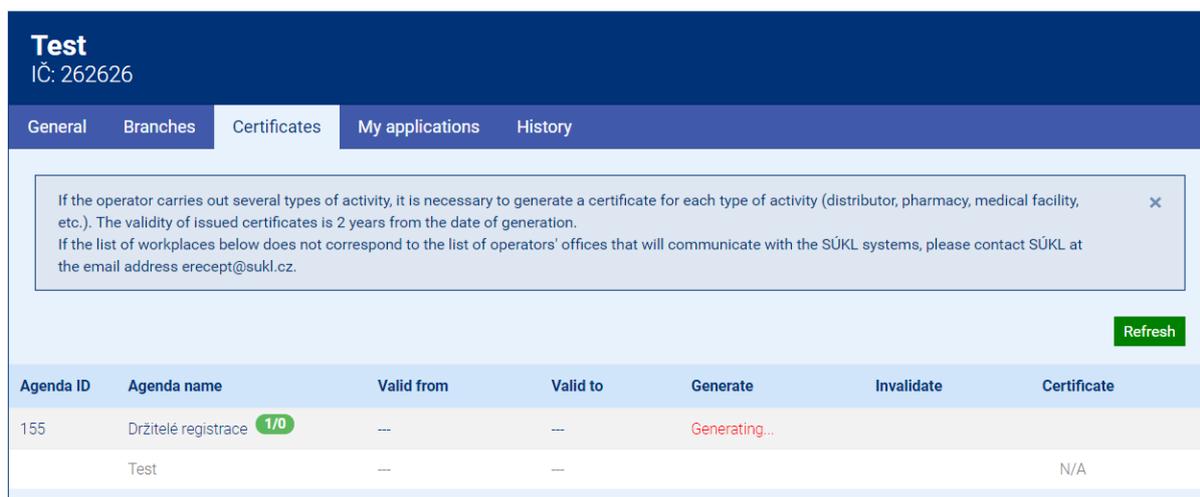
Enter new certificate password

New password:  ✓

New password again:  ✓

Cancel Send

The External Identity system will immediately start generating the certificate ("GENERATE" will appear in the "generate" column). This service is asynchronous and the certificate generation time cannot be accurately determined. Therefore, we recommend that you stop generating this phase and return to this service in about 1 hour. It is not necessary to have the portal open when generating. It is possible to close the web browser and log in again at any time, the certificate generation process is not interrupted. The generation status can be checked with the green update button.



**Test**  
IČ: 262626

General Branches **Certificates** My applications History

If the operator carries out several types of activity, it is necessary to generate a certificate for each type of activity (distributor, pharmacy, medical facility, etc.). The validity of issued certificates is 2 years from the date of generation.  
If the list of workplaces below does not correspond to the list of operators' offices that will communicate with the SÚKL systems, please contact SÚKL at the email address erecept@sukl.cz.

Refresh

Agenda ID	Agenda name	Valid from	Valid to	Generate	Invalidate	Certificate
155	Držitelé registrace <span>1/0</span>	--	--	Generating...		
	Test	--	--			N/A

When the certificate is generated, the value "Generating..." disappears in "Certificate". A floppy disk icon is displayed, which is the certificate download icon.

#### Download Certificate:

Invalid icon and floppy disk icon appear. You can then download the certificate by clicking on the diskette and continue installing the certificate on your computer.

## How to invalidate the Certificate:

Identity management / Detail of subject

### Test

IČ: 262626

General Branches Certificates My applications History

If the operator carries out several types of activity, it is necessary to generate a certificate for each type of activity (distributor, pharmacy, medical facility, etc.). The validity of issued certificates is 2 years from the date of generation.  
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Refresh

Agenda ID	Agenda name	Valid from	Valid to	Generate	Invalidate	Certificate
155	Držitelé registrace <span>1/0</span>	12.08.2019 10:49:38	11.08.2021 10:49:38		Zneplatnit	
	Test	---	---			N/A

Clicking **Invalidate** (zneplatnit) will invalidate the old certificate and generate a new one.

## How to resume (renew) Certificate:

This is a reissue (Převydat) of the certificate. The Accept icon appears at the earliest one month before the certificate expires. Upon acceptance, both the old and the new certificate will be valid until the expiration date

Agenda ID	Název agendy	Platný od	Platný do	Generovat	Zneplatnit	Certifikát
155	Držitelé registrace <span>1/0</span>	05.03.2019 10:50:58	12.03.2019 00:11:45	<span>Převydat</span>	Zneplatnit	