

Registering Your Drug Information with First DataBank Checklist for a Quick Start

Welcome to the First DataBank Manufacturer Web Portal! Here are the questions you will be asked during the registration process.

We will first need to know a little bit about you so that we can set up your logon account:

- 1. What is your name?**
- 2. What is your job title?**
- 3. How can we communicate with you?**
 - Email Address (mandatory)
 - Phone Number
 - Toll Free Phone Number
 - Mobile Phone Number

You will be able to choose a preferred method for us to contact you.

- 4. What is your postal address (at work)?**
- 5. What password would you like to use?**

You will be asked to create a password. Note that your password will change only if you choose to change it. Password must be at least 8 characters and contain:

- at least one number
- at least one capital letter
- at least one lowercase letter

A confirmation will be emailed to you that will provide the details needed to access our Manufacturer Web Portal.

Once you have established a logon account, you can establish your first profile for storing details about your company and products. To prepare for setting up your company profile, please be ready to answer the following questions:

1. What type of company are you?

Choose at least one:

- Repackager (a company that buys bulk products from a manufacturer or distributor, changes the package quantity, and re-labels the product with their own name)
- Private Labeler (a company that labels product for exclusive distribution by specific businesses; these are usually store brand non-prescription products sold at retail pharmacies)
- Neither

2. What are your company's credentials?

- What is your Labeler Code?
- What format do you use to identify products with this code?
- Who is the issuing agency for your code (ex: FDA, GS1, HRI)?
- Do you have an electronic copy of the issuing agency's letter?

3. What is the name of your company?

- If you are a subsidiary, what is your parent company's name?

4. What is your company's contact information?

- What is your company's phone number?
- What is your company's fax number?
- If you have a toll free number, what is it?
- If you have a website, what is your website's address (URL)?
- What is your company's postal address?

5. What types of products do you produce or sell?

Choose at least one:

- Non-Drug/Bulk
- Generic
- Brand
- Both Brand & Generic/Unknown

That's it!

We look forward to publishing your product data.
If you have any questions, please call us at 800-633-3453, x566.