

USER MANUAL FOR THE FORM PORTAL

To use NoMA's Form portal you have to log in with a user account. If you don't have a user account, you have to create this. This can be done in the Form portal's login-page.

Register a user

The following steps will explain how an account is created:

1. Click "Sign up now"

2. Fill in your e-mail address and click "Send verification code". You will then receive an e-mail with a verification code. Write this code in the "Verification code"-field and press "Verify code".

3. Fill in the information asked for in the fields and press "Create".

A registration form with the following fields and options:

- First name: [.....]
- Last name: [.....]
- Address: Oslo
- Country/Region: Norway (dropdown menu)
- First name: John
- Last name: Doe
- Role: Manager
- Company name: Company Inc.

Buttons: Create

Links: [Read more about processing form data](#), [Read more about NoMA's privacy statement](#)

4. Scan the QR-code with the Microsoft Authenticator app. If you don't already have this app, you can download it from either Google Play or App Store on iOS. After scanning the code your Form portal user account will be automatically added as an entry to the app. If you want you can change the name of the entry by clicking the settings icon after clicking into the entry.

Mobile app screen with the following content:

- Cancel button
- Logo: D M P
- Text: Direktoratet for medisinske produkter
- Text: Download the Microsoft Authenticator using the download links for iOS and Android or use any other authenticator app of your choice.
- Buttons: GET IT ON Google Play, Download on the App Store
- Text: Once you've downloaded the Authenticator app, you can use any of the methods below to continue with enrollment.
- Text: Scan the QR code
- Text: Using your app scan this QR code and click "Continue".
- QR code
- Links: [Can't scan? Try this](#), [Still having trouble?](#)
- Continue button

7. Verify that your information is correct, and press "Update"

Start / Profil

Profil



John Doe

Profil

Please provide some information about yourself.

Your information

First Name * John	Last Name * Doe
E-mail [REDACTED]	Business Phone Provide a telephone number
Organization Name Company Inc.	Title Manager
Nickname 	Web Site

Public Profile Copy

Preferred Language
Select

How may we contact you? Select all that apply.

- Email
- Fax
- Phone
- Mail

Update



Log in with your user account

1. Enter your email address and password in the login prompt

Direktoratet for medisinske produkter

Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

2. Enter the code from the Authenticator app in the field for verification code. This code is from the entry you made to your Authenticator app in step 4 when registering your user account. If you have a new phone or for some other reason need to re-register your account in the Authenticator app, please send an email to post@dmp.no where you specify the e-mail address of the account you need to register.
NB! If you wait too long before entering the code your session will expire. In this case you have to log in to your account again.

< Cancel

Direktoratet for medisinske produkter

Enter the verification code from your authenticator app.

Enter your code *

Enter your code is required.

[Verify](#)