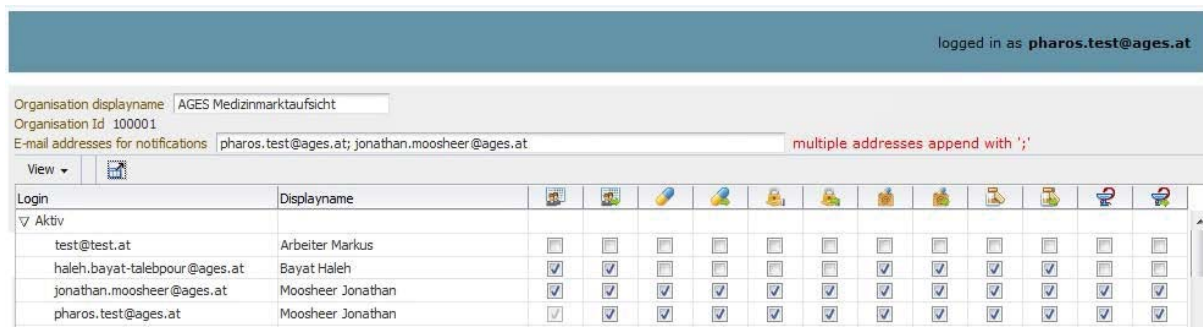**When and how can I receive automatic E-mail notifications from the eService about current or completed applications?**

Entering E-mail addresses for notifications for all applications/products of an organization:

In the organisation view the administrator can enter E-mail addresses for notifications per organisation (for all applications/products of that organisation), multiple addresses separated by ";"

The function is available only for procedures that have been created since the 26.11.2014. Procedures applied for before that date do not have this feature.
A subsequent entering of the "E-mail addresses for notifications" on the eBA would be unsuccessful

In the following events notifications will be sent automatically to the listed e-mail addresse(s):
- A new procedure is displayed in „current applications" on the eService portal „Authorisation & Lifecycle"
- A new additional claim was uploaded to the eService portal „Authorisation & Lifecycle"
- A procedure was completed and is no longer available in „current applications" but is visible in „completed applications".
Note: Those emails are automatically generated and sent by the system, please do not answer!
Please also note that the general visability of <u>completed applications</u> is limited to the MAH and the company authorized for communication after authorization, whereas <u>open applications</u> are visible to (proposed) MAH, applicant, company authorized for communication during the procedure and company authorized for communication after authorization. Organisations that are not listed in a procedure won't receive automatic E-mail notifications in spite of having entered E-mail addresses for notifications on the organization. Please check the visibility of the respective procedures to make sure that you can expect automatic E-mail notifications.

Entering E-mail addresses for specific procedures additionally to or instead of the general E-mail addresses for notifications per organisation:

Since November 26.11.2014 it is possible to enter E-mail-addresses for automatic notifications per specific procedure. Applications that have been generated in the system/applied for before November 2014 will not receive these notifications.

As a user go to the current applications in the eService "Authorisation and Lifecycle of Medicinal Products":

Select one row and click the menu bar "Edit". A window, where you will be able to enter/change an email address, will open.

Add/change/delete addresses in the field that opens, multiple addresses underneath each other by hitting "Enter":

For general info on the automatic E-mail notification see above **Entering E-mail addresses for notifications for all applications/products of an organization**