

## Online Deposit System User Manual

### 1. For a new customer, please register.

- 1.1. Click "Register" to create a user account or a member account (you can select either one).
- 1.2. Check your email and click the link provided in the email to activate your account.

### 2. Submission processes for deposit request

There are 6 steps during the deposit request submission process.

- 2.1. Sign in with your username and password.
- 2.2. Go to the deposit submission system by selecting the following menu: Services ----> Deposit ----> Select deposit type (Deposit of Biological Materials for Vaccine Production) ----> On the Deposit of Biological Materials for Vaccine Production page, click the "Fill out deposit form" button.
- 2.3. Go to the "My Deposit Form" menu and select the deposit form according to the type of biological material (cell line or virus).
- 2.4. Fill out deposit form.
  - Please prepare all required information before filling out the deposit form. Once all required information has been entered and you click the "Save" button, the deposit form will be created and listed under the "My Deposit Form" menu. If the required information is incomplete, the system will not save the form.
  - Submit one sample per deposit form. If you wish to deposit more than one sample, complete a separate form for each sample. After all required forms have been completed, they can be submitted together.
  - Completed deposit forms (status: Completed) will be automatically deleted from the system if they are not submitted to TBRC within one month.
- 2.5. Submit electronic deposit form to TBRC.
  - 2.5.1. Go to "My Deposit Form" menu.
  - 2.5.2. Select the deposit form(s) you wish to submit to TBRC. Multiple forms can be selected and submitted at the same time.
  - 2.5.3. Click the "Submit form to TBRC" button. The status of the submitted form(s) will change from Completed to Submitted.
  - 2.5.4. The submitted deposit(s) will be listed in the "My Deposit List" menu. If deposit forms for different types of biological materials (i.e., both cell culture and virus forms) are submitted simultaneously, the system will automatically separate them into different deposit records, each with its own unique deposit number.
- 2.6. After TBRC accepts your request, you will be informed by email.
  - 2.6.1. Go to "My Deposit List" menu.
  - 2.6.2. Select the desired deposit number and print the deposit form by clicking the PDF document icon.
  - 2.6.3. Sign the form and submit the form together with the material to TBRC.

**Note:** Before accepting your request, TBRC may edit submitted data to match TBRC data format. If any information requires clarification, TBRC will contact you to request additional information or corrections before accepting the deposit request.