

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 user name and password.

2.2. Select type of deposit (public deposit, safe deposit, or patent deposit).

2.3. Select type of material (microorganisms, molecular materials, or viruses).

2.4. Fill out deposit form.

- Please prepare all required information before filling out the deposit form. The information will be saved to “My Deposit” in your account once you fill all required fields and click the “Create Form” button. The information will not be saved to the system if any required field is not filled.
- Fill out information for one sample per deposit form. If you wish to deposit more than 1 sample, you can complete all forms and submit them together.
- Completed form (with the “Complete, but not yet submit to TBRC” status) will be automatically deleted from the system if it is not submitted to TBRC within 1 month.

2.5. Submit electronic deposit form to TBRC.

2.5.1. Go to “My Deposit” in your account.

2.5.2. Click the “Submit Form to TBRC” button and select deposit form the list. The status of the submitted form will change from “Complete, but not yet submit to TBRC” to “Received”.

2.6. After TBRC accept your request, you will be informed by email.

2.6.1. Sign in with your user name and password.

2.6.2. Go to “My Deposit” in your account.

2.6.3. Select and print deposit form by clicking the “Print Form” button.

2.6.4. 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. TBRC may contact you to request additional information and ask you to sign in to your account to accept data changes.