



ETHIK-KOMMISSION DER
ÄRZTEKAMMER
HAMBURG
Körperschaft des öffentlichen Rechts



Guidelines for Applicants

Version 6.2

Geschäftsstelle der Ethik-Kommission der Ärztekammer Hamburg
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1 Access to Website

ethikPool can be accessed with any current internet browser (e.g. Microsoft Internet Explorer/Edge, Google Chrome, Mozilla Firefox etc) using the following address:

<https://ethikpool.aerztekammer-hamburg.de/app/> .

1.2 Create User Account

If you are using ethikPool for the first time, please register by clicking on "**Benutzerkonto erstellen**" on the right.



The screenshot shows the login interface for ethikPool. It includes a header with the logo and 'Login' text. The main area contains input fields for 'Benutzername' and 'Passwort', followed by a dark blue 'Einloggen' button. To the right, there are links for 'Benutzername vergessen?', 'Passwort vergessen?', and 'Benutzerkonto erstellen'. The 'Benutzerkonto erstellen' link is highlighted with a yellow border. A small 'Impressum' link is located below the 'Einloggen' button.

A registration window will open. The fields marked with * are mandatory. After entering the required data, click on „**Benutzerkonto erstellen**“ at the bottom right of the page to create your user account. Please make sure that you provide complete information such as your first and last name, as this will automatically be used in our written communication (approval letters etc.). User accounts that are missing this information will not be approved.

After creating the user account you will receive an automatically generated e-mail.

Das Benutzerkonto wurde angelegt. Sie erhalten in Kürze eine Email um Ihr Konto zu bestätigen. Anschließend können Sie sich einloggen. x



Sehr geehrte/r ethikPool BenutzerIn,

Sie haben sich als Benutzer auf dem ethikPool Portal angemeldet.

Um Ihr Benutzerkonto und Ihre Anmeldung abzuschließen, bitten wir Sie den folgenden Link zu klicken oder in Ihren Browser zu kopieren.

Link um Benutzerkonto zu bestätigen

Sobald Ihr Benutzerkonto von der Geschäftsstelle freigegeben wurde, können Sie es vollumfänglich nutzen.

Mit freundlichen Grüßen

Geschäftsstelle der Ethik-Kommission
Telefon 040 / 20 22 99-240
Fax 040 / 20 22 99-410

ethik@aekhh.de
www.aerztekammer-hamburg.de

Ärztekammer Hamburg
Weidestr. 122 b
22083 Hamburg

Ihr Weg zu uns: www.aerztekammer-hamburg.org/kontakt.html

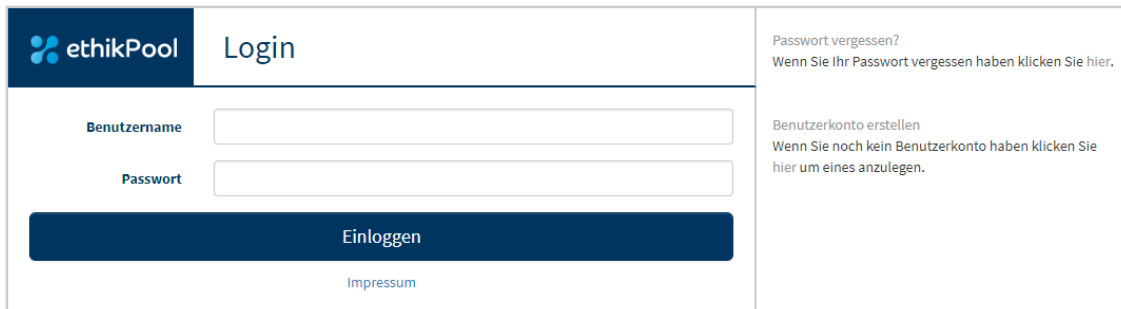
[Impressum](#)


Now you will have to wait for the activation of your account by our office. Once completed, you will be informed of the activation of your account by e-mail.

In addition to the confirmation of your activation, you will receive another e-mail with the data required to set up the Authenticator App for your smartphone or the web-based Authenticator for your PC. For further information, please refer to **section 1.3 Login** and **section 4 Authenticator**.

1.3 Login

As soon as the activation is completed, you can log in with your user name and password.



 Login	Passwort vergessen? Wenn Sie Ihr Passwort vergessen haben klicken Sie hier.
Benutzername <input type="text"/>	Benutzerkonto erstellen Wenn Sie noch kein Benutzerkonto haben klicken Sie hier um eines anzulegen.
Passwort <input type="password"/>	
<input type="button" value="Einloggen"/>	
Impressum	

Data security has top priority in the ethikPool portal. Therefore, we protect your access to the system with a multi-factor authentication.

In addition to your user name and password, you also need to enter a security token to access your account. Data needed for the set-up of Google Authenticator or a similar app is sent to you in an e-mail. You can download these apps free of charge from any App Store.

To set it up the app you either enter the code in the e-mail you received from us or you scan the QR code in the aforementioned e-mail with the app. After completion, the app is ready and will generate the necessary security tokens (6 digits).

You do not have a smart phone at your disposal? For a PC alternative to Google Authenticator or a similar smart phone app, see section **4.2 Authenticator for PCs**.

2 Explanation regarding the Header

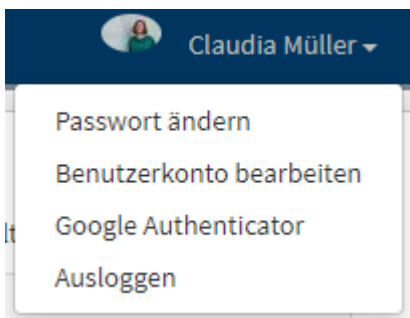
2.1 User Display

In the upper right corner you will find the user display, which shows the user who is currently logged in (your name).



2.2 User Menu

By clicking on your name you can open a user menu:



Here you can change the initial password, revise your user account details, or log out.

2.2.1 Change Password

If you click on " **Passwort ändern** ", a new dialogue box will open. In this dialogue box, you have to enter your new password twice. To exit the dialogue box you clicking on „**Schließen**“ in the bottom left corner or on „**X**“ in the top right corner. Please click on „**Speichern**“ to save your new password.

On successful completion, the dialogue box will close and the following message appears:



2.2.2 Edit User Account

Clicking on „**Benutzerkonto bearbeiten**“ will open a new dialogue box where you can change various details of your user account.

Fields marked with * are mandatory fields and must be filled in.

If you like you can upload an image of yourself. To do so, click on „**Durchsuchen**“, select a picture (JPEG) and upload it.

Please do not replace your first and last name with a company name!

To exit the dialogue box click on „**Schließen**“ in the bottom left corner or on „**X**“ in the top right corner. Clicking on „**Speichern**“ will save the your changes.

2.2.3 Logout

By clicking on "**Logout**" you will be logged out of ethikPool and return to the login page.

3 Overview

On the left-hand side of your screen you will find a menu which starts with „**Übersicht**“. When you log in to ethikPool for the first time the „**Übersicht**“ will be empty. Older submission will not be visible. Please contact our office and tell us which studies you need access to. In order to process your request, we need the respective processing numbers (Bearbeitungsnr.).

Please send us an email to ethik@aekhh.de, if you wish to have older submissions assigned to your user account. Please note that we need an authorization (a short informal email is sufficient) if the study was originally submitted by someone else.

3.1 News & Dateien

Under this heading you will find a weblog, which will provide you with information about current developments, new templates or other important news and files.

Dateien & News

Hier sehen Sie aktuelle Nachrichten und Dateien aus der Kommission.

Neue Regeln des Dekanats bzgl. Unbefangenheit
sdoif gunjopdsihtg uoisdhtgio ls dfrfvbo udijktvh sobduffjkhmv .bsdofuijvkmh.bdsfhjvkmhsd nfpuvik.
[brief-formB-5008-2011.pdf](#)

Neue Studienordnung bei RV
Seit dem 01.01.2016 gibt es eine neue Studienordnung bei RV. Dies besagt, dass die folgenden Bereiche für Studien bei RV abgedeckt sein müssen.

3.2 Applications

3.2.1 New Applications

To submit a new application, please click on the menu item „Anträge“. A new window will open where you can click on „Neuer Antrag“.

Anträge

Unten aufgelistet finden Sie Ihre eingestellten Projekte.

Nummer	Name	Letztes Update	Status
Keine Anträge			



➕ Neuer Antrag

After clicking on „Neuer Antrag“ you will be guided through the application process step by step. Please select the category in which you wish to submit your application.

Neuer Antrag

Auf den folgenden Seiten werden Sie Schritt für Schritt durch den Prozess der Antragstellung geleitet. Dieser Ablauf dient dazu, die möglichen Fehler im Prozess der Antragstellung zu minimieren und dadurch die Bearbeitungszeit zu reduzieren.

AMG-Studie

nach §§ 40-42 (Klinische Prüfung)

Arzneimittelstudien nach §§ 40-42

Sie haben erfolgreich eine Kategorie der Antragstellung ausgewählt.

Information: Einige der unten stehenden Dokumente müssen zwingend in der hier vorliegenden Form im Prozess der Antragstellung ausgefüllt werden. Einige unterliegen einer Auswahl, sind optional zu verwenden oder enthalten spezifische Informationen zur Antragstellung. Sie können die Dokumente bereits jetzt herunterladen und ggf. ausfüllen, um sie dann im weiteren Prozess der Antragstellung fertig vorliegen zu haben.

- AMG_Antragsunterlagen_gemaess_AMG_15_Novelle.doc
- AMG_Begleitschreiben_Muster_mono.doc
- AMG_Einwilligungserklaerung_zum_Datenschutz.doc
- AMG_Erklaerung_Pruefer_Stellvertreter.doc

Weiter

Please enter the necessary information tab by tab and click on „Weiter“ to save the information entered. You have the option to save your information, withdraw or delete the application at any time during the submission process. Make sure all application documents submitted have been labelled appropriately. In addition, please make sure to enter the required contact details of all parties involved (sponsor/authorised representative/invoice recipient (**see also section 3.2.1.1 Partner**) in the „Partner“ tab under „Neuer Partner“. **We also need full details of the trial sites/investigators in the tab „Prüfzentren/Prüfer:in“ (see also section 3.2.1.2 Trial**

Centres/Investigators). When you have reached the last tab „**Einreichung**“ click on „**Antrag einreichen**“ to complete the submission.

Please note: If your submission does not meet the necessary requirements, the office of the local Ethics Committee reserves the right to reject the submission.

3.2.1.1 Partner

To add a sponsor, CRO, invoice recipient, etc. in your application, please click on „**Neuer Partner**“ under the "**Partner**" tab. Enter the complete information of the selected partner type here. Confirm your entries at the end by clicking the button "**Speichern**".

Neuer Antrag
#TEMP454224-BO-ff - Antragstellung

Name Vernetzung Flags Antragsdateien **Partner** Prüfzentren / Prüferin Dateien Prüferin Einreichung

Bitte machen Sie Angaben über Partner und eventuelle Sponsoren. Firmen-Anträge können ebenfalls selektiert werden. Die angegebenen Daten dienen der Korrespondenz und werden bei eventuellen Nachforderungen berücksichtigt.

Antragsteller:in

Dieser Antrag wird eingereicht als ...

persönlicher Antrag

Firmen-Antrag - Bitte erstellen Sie vorab einen Partner vom Typ Industrie-Antragsteller:in

Ich erstelle den Antrag im Namen eines Dritten. Dessen E-Mail-Adresse (also eine mögliche ethikPool Kennung) lautet:

Partner

1. - Neuer Partner

Sponsor:in

CRO

Industrie-Antragsteller:in

Rechnungsempfänger:in

Repräsentant:in

Postadresse, wenn abweichend vom Rechnungsempfänger

Sponsor EU-Repräsentant

Name Partner *

Abteilung

Vorname Kontaktperson *

This procedure should be repeated for all other contact types listed:

Partner

1. - Test - Test Test

2. - Neuer Partner

Sponsor:in

CRO

Industrie-Antragsteller:in

Rechnungsempfänger:in

Repräsentant:in

Postadresse, wenn abweichend vom Rechnungsempfänger

Sponsor EU-Repräsentant

Name Partner *

3.2.1.2 Trial Sites/Investigators

This tab describes the trial site(s) in which the study is to be conducted. The office of the ethics committee requires information on **all** trial sites participating in the study, including the investigators. **Please make sure to fill in every field completely.** Please click on the green button „+ Prüfzentrum“ behind the field „Ethik-Kommission der Ärztekammer Hamburg“ to create a trial site that belongs to the designated area of ethics committee Hamburg. After entering a keyword, known trial sites will be suggested to you. However, if you would like to enter a trial site in an area designated to a different ethics committee, click the green button „+ Ethikkommission hinzufügen“. Enter the ethics committee in question and select the green button „+ Prüfzentrum“ thereafter.

Please note that complete information on all investigators is required too!

Neuer Antrag

#TEMP454224-BO-ff - Antragstellung

Auf dieser Seite müssen / können Sie Prüfzentren und Prüferinnen eintragen. Sie können pro Prüfzentrum mehrere Prüfer:innen anlegen. Außerdem können Sie für multizentrische Anträge auch weitere Prüfzentren im Bereich anderer Ethikkommissionen anlegen.

Ethikkommissionen

Name	Aktionen
Ethik-Kommission der Ärztekammer Hamburg	+ Prüfzentrum + x

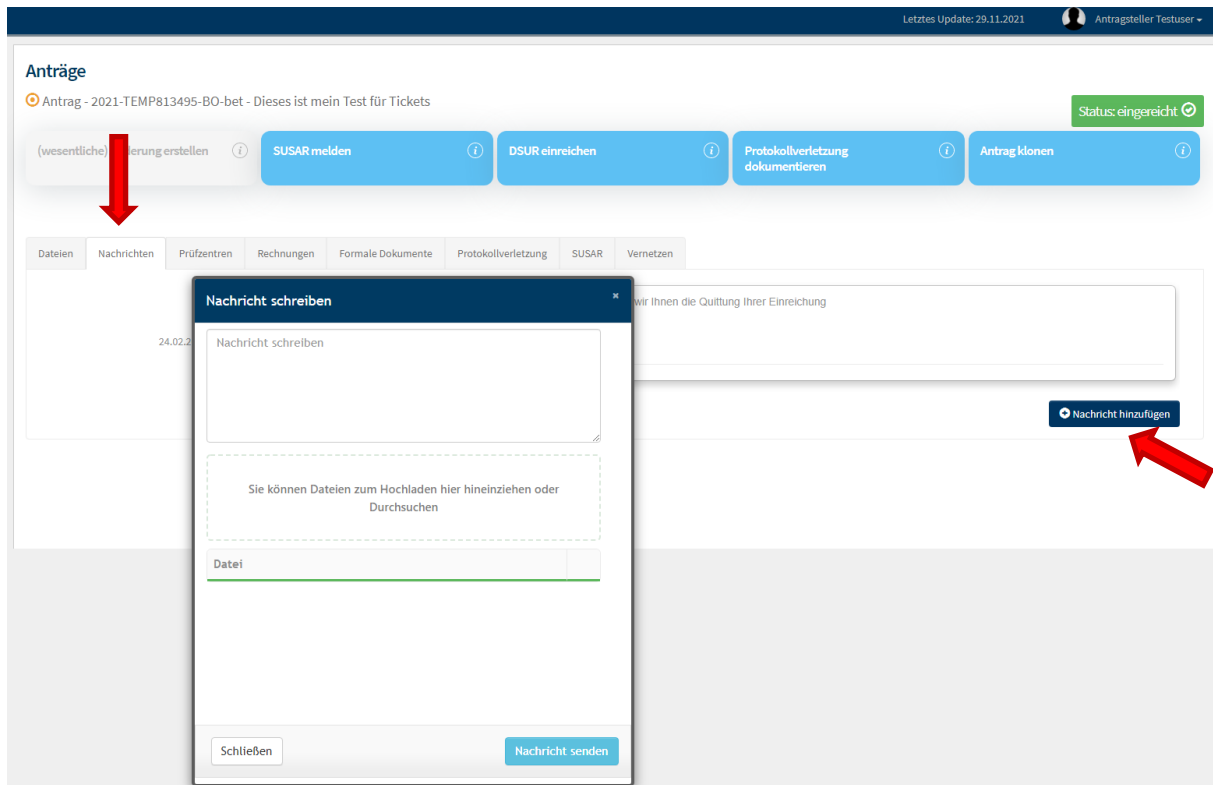
+ Ethikkommission hinzufügen

Antrag zurückziehen Lösche Antrag

To finish, click „weiter“ in the bottom right corner.

3.2.2 Subsequent Submission of Documents

If you want to submit additional files after your initial submission, before study approval, please use the „**Nachrichten**“ tab within in the respective study. Here you can send a message to our office directly and attach pdf files using drag&drop. Please note that once a vote has been cast, files cannot be submitted using the „**Nachrichten**“ tab **(except for submissions with conditional approval)**. In this case, please proceed as described under section 3.2.3.



3.2.3 Communication with our office

If you have any questions about your application, you can send your inquiries directly to the office via the "Messages" tab. This way, a message thread between you and the office is created within your application.

3.2.4 Response to our queries

In case you received a query from us you can reply using the **"Nachrichten"** tab. You can also attach any missing documents if required.

The screenshot displays the ethikPool web application interface. On the left, a navigation menu includes 'ÜBERSICHT', 'NEWS & DATEIEN', 'ANTRÄGE', 'NACHRICHTEN', 'VERNETZUNG GESENDET', and 'AUSLOGGEN'. The 'ANTRÄGE' tab is selected, indicated by a red arrow. The main content area shows 'Anträge' with a sub-header 'Antrag - 2020-10023-BO-bet - Julius Test'. Below this are two buttons: 'SUSAR melden' and 'Protokollverletzung dokumentieren'. A list of amendments is shown, with the 'Nachrichten' tab selected, indicated by a red arrow. The 'Nachrichten' tab shows 'Keine Nachrichten'. A modal window titled 'Nachricht schreiben' is open, containing a text input field with the text: 'Sehr geehrte Damen und Herren, anbei finden Sie unsere Antwort auf Ihre Nachfrage vom XY. Mit freundlichen Grüßen'. A red arrow points to the text input field. Below the text input is a button 'Durchsuchen' and a 'Datei' input field. At the bottom of the modal are buttons 'Schließen' and 'Nachricht senden'.

3.2.5 Amendments

To submit an amendment to a study that has already been approved, locate the study under “Anträge” and click on the initial submission. There you can press the blue button „(wesentliche) Änderung erstellen“ in the top left corner. A new window will open where you can add the following changes:

Please note that each amendment must be submitted separately! Due to different deadlines, it is not possible to submit, for example, a protocol amendment AND a trial site amendment/registration etc. in one submission. Please create one submission per amendment.

Neues Amendment

2020-10000_780409-AMG-ff - Test - Dies ist ein Testantrag

Lösche Amendment

You can submit a new trial site by using the „Prüfzentrum hinzufügen“ button.

Neues Amendment

2020-10000_980026-AMG-ff - Test - Dies ist ein Testantrag

Beschreibung Prüfbzentren ändern **Prüfbzentren hinzufügen** Dateien Speichern

Neue Prüfer:innen / Prüfbzentren hinzufügen

Alle ausklappen Alle einklappen

Name	Art	Aktionen
Ethik-Kommission der Ärztekammer Hamburg		

To submit a trial site in Hamburg, please click on the green button with the "+".

To submit a trial site in the area of a different ethics committee, either add the ethics committee in question via the green button „+ **Ethik-Kommission hinzufügen**“. A list of the ethics committees known to us will be displayed via dropdown. Please select an ethics committee and click on the green button „+ **Prüfbzentrum**“ behind the respective ethics commission to add more trial sites.

After entering a keyword, e.g. under „Name Prüfbzentrum“, „Abteilung“, or "Straße" a list of suitable sites known to us will be displayed.

Name Prüfbzentrum *

Abteilung

Straße

PLZ

Stadt

Telefon

Fax

E-Mail

By selecting „**bestehendes Prüfbzentrum ändern**“, you can make changes to a trial site that has already been registered with us (e.g. change of investigator, etc.).

3.2.6 Submission of additional documents for an amendment

If you would like to submit additional documents for an amendment that has already been submitted, you can use the message function. To do so please go to the respective amendment and click on the "**Nachrichten**" tab. By clicking the "**Nachricht hinzufügen**" button in the bottom right corner a new window will open. Please type in your message and use the drop&down menu to attach the missing documents. Once a vota has been it will no longer be possible to add documents using the message function (except for amendments with conditional approval).

The screenshot displays the ethikPool web interface. On the left, a navigation menu includes 'ÜBERSICHT', 'NEWS & DATEIEN', 'ANTRÄGE', 'NACHRICHTEN', 'VERNETZUNG GESENDET', and 'AUSLOGGEN'. The 'ANTRÄGE' section is active, showing a list of amendments under the heading 'Anträge'. A red arrow points to the 'NACHRICHTEN' tab in the left menu. The main content area shows a specific amendment: 'Antrag - 2020-10023-BO-bet - Julius Test'. Below this, there are two buttons: 'SUSAR melden' and 'Protokollverletzung dokumentieren'. A modal window titled 'Nachricht schreiben' is open, allowing the user to write a message and attach files. A red arrow points to the 'Datei' field in the modal. Below the modal, there are tabs for 'Dateien', 'Nachrichten', and 'Prüfung'. A red arrow points to the 'Nachrichten' tab. At the bottom right, there is a button labeled 'Nachricht hinzufügen' with a plus icon. A red arrow points to this button.

3.2.7 Submission of SUSARs

Please submit your SUSARs via ethikPool. To do so please click on the button "**SUSAR melden**".

Letztes Update: 29.11.2021 Antragsteller Testuser

Anträge

Antrag - 2020-10023-AMG-H - Julius Test - EudraCT: 2020-012345-67 Status: **votiert**

(wesentliche) Änderung erstellen **SUSAR melden** DSUR einreichen Protokollverletzung dokumentieren Antrag klonen

- Amendment - 2020-10023_1-AMG-H - Julius Test
- Amendment - 2020-10023_2-AMG-H - Julius Test
- Amendment - 2020-10023_3-AMG-H - Julius Test
- Amendment - 2020-10023_4-AMG-H - Julius Test
- Amendment - 2020-10023_5-AMG-H - Julius Test
- Amendment - 2020-10023_6-AMG-H - Julius Test

Dateien Nachrichten Prüfzentren Rechnungen Formale Dokumente Protokollverletzung SUSAR Vernetzen

Sollten Sie neue Dateien einreichen wollen, benutzen Sie bitte die Funktion "Nachricht hinzufügen" im Reiter Nachrichten. Im Fenster können die Dateien per Drag & Drop hinzugefügt werden und werden automatisch dem Antrag zugeordnet.

Etikett	Dokument	Datum
Keine Daten in der Tabelle vorhanden		

Zurück Nächste

Please note to only report one SUSAR per submission. Please also pay attention to the naming of your file. Initial reports should contain the letter "**I**" in the file name. Follow-ups should be marked with "**FUp**" and the respective number.

3.2.8 Network

In order to grant other authorised persons full access or viewing rights, please use the tab „**Vernetzen**“ in the respective study. Here you can set up as many links as you like by clicking the button „**Vernetzung starten**“ and entering the e-mail address that you would like to connect with. Please note that a link will only work if the e-mail address belongs to a user account that has already been authorised by us.

The screenshot shows the 'ethikPool' interface. The left sidebar contains navigation options: ÜBERSICHT, NEWS & DATEIEN, ANTRÄGE, NACHRICHTEN, VERNETZUNG GESENDET, and AUSLOGGEN. The main content area is titled 'Anträge' and shows a list of applications. The 'Vernetzen' tab is active, displaying a table with columns: Name, E-Mail, Berechtigung, and Status. A red arrow points to the 'Vernetzen' tab. Below the table, there is a 'Vernetzung starten' button, also indicated by a red arrow.

In order to include another user in the entire communication with our office, please use the tab „**Vernetzungen gesendet**“. Please select the user linked to the respective study and activate the green button behind their name. Both you and the other user will receive all e-mails sent by our office via ethikPool concerning the study in question. If you wish to disconnect the other user, you can also remove the link as shown in the picture below:

The screenshot shows the 'ethikPool' interface. The left sidebar contains navigation options: ÜBERSICHT, NEWS & DATEIEN, ANTRÄGE, NACHRICHTEN, VERNETZUNG GESENDET, and AUSLOGGEN. The main content area is titled 'Vernetzungen von anderen Antragssteller*Innen'. The 'Vernetzung gesendet' tab is active, displaying a table with columns: Antragssteller*in, Nummer, Titel, and Status. A red arrow points to the 'Vernetzung gesendet' tab. Below the table, there is a green button behind the user name, also indicated by a red arrow.

Letters and notices concerning the respective study will use the data of the main responsible person for the study automatically. Other peoples data (name, address), even if they belong to the study's network, will not be mentioned.

Please note that only you can create your network. The Office of the Ethics Committee is not permitted to establish networks for you. However, should you wish to change the main responsible person for the study, please contact our office.

3.2.8.1 Connecting with pharmacovigilance

If DSUR / SUSAR reports have to be submitted for your trial (according to AMG), it is also possible to involve pharmacovigilance staff via the "**Network**" function. You can connect with staff from both external companies and colleagues in your own institution.

To connect, please proceed as described under section „3.2.5 Network“. Please make sure that the user’s rights are set to „**Vollzugriff**“, because otherwise files cannot be submitted. As soon as the connected user opens a trial for the first time, they will be asked which "rights" they have (which data they are allowed to see). Here, **the 3rd option** „**Ich bin für die Pharmakovigilanz zuständig...**“ must be selected:

Test - Dies ist ein Testantrag

Um eine GCP-konforme Benutzung unseres Antragsportals gewährleisten zu können, treffen Sie bitte für sich in Bezug auf diesen Antrag folgende Auswahl:

Ich bin Antragsteller:in einer unverblindeten klinischen Prüfung und möchte Vollzugriff auf die Akte einschließlich SUSARs und DSURs (Meldungen und Einsicht).

Ich bin für den Antragsteller:in einer verblindeten klinischen Prüfung in der Projektleitung tätig und darf daher SUSARs und DSURs nicht sehen.

Ich bin für die Pharmakovigilanz zuständig und darf daher SUSARs und DSURs einreichen und einsehen. Ansonsten sehe ich bei dieser klinischen Prüfung nur die Stammdaten, nicht aber die einzelnen Vorgänge.

[Speichern](#)

After clicking on „speichern“ the following window will open:

Sie haben aufgrund Ihrer Rolle als ‚Pharmakovigilanz Benutzer:in‘ nur teilweisen Zugang zum Projekt. Sie haben die Befugnis SUSARS und Nachrichten diesbezüglich zu sehen.

Anträge

Antrag - 2020-10000-AMG-ff - Test - Dies ist ein Testantrag - EudraCT: 2012-123456-12

[SUSAR melden](#) ⓘ [DSUR einreichen](#) ⓘ

Amendment - 2020-10000_1-AMG-ff - test

SUSAR [Vernetzen](#)

Datum	erstellt von
Kein Inhalt verfügbar	

The connection has been successfully completed.

4 Authenticator

To protect your data and your identity, ethikPool uses a multi-factor authentication with a code generator (Authenticator). Below you will find a list of different types of authenticator apps that you can use. **Please note that without this second authentication factor a login and thus the use of the ethikPool portal is not possible.** If you have any problems or queries, please do not hesitate to contact the ethikPool support team at our office.

The following products have already been tested by us, but there are others that should also work:

- Google Authenticator (see section 4.1.1)
- Microsoft Authenticator (see section 4.1.2)
- Twilio Authy (see section 4.2)

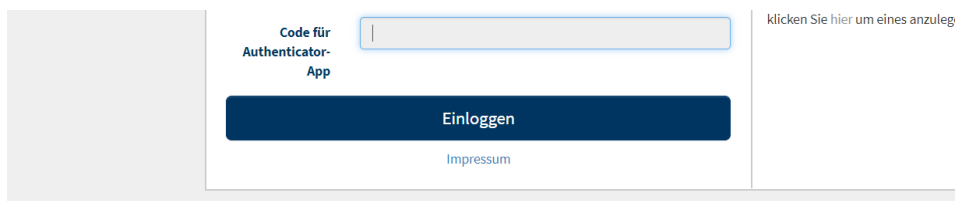
4.1 Authenticator for Smartphones

If you have not used an authenticator app yet, please have a look in your respective App Store (search for Authenticator) and install the app.

After installing the app, please set up your ethikPool account in your authenticator app. To do so you will receive an e-mail with the account information for the authenticator app (after following the link in our confirmation e-mail for your user account). Please follow the instructions in the app to add an account. The account is usually set up by scanning the QR code sent to you in the e-mail mentioned above or by entering the activation code manually (same e-mail). After completing this step, a token (6 digits) will be generated by the app every 30 to 60 seconds. This token is needed to log in to the ethikPool portal.

The described steps are mandatory - tokens intended for login to other applications do not work for login to the ethikPool portal!

Please enter the automatically generated code (generated by the Authenticator App) here (see below). Please do not use the code from our automated email. That code is to be used for the app to connect with ethikPool.



Code für Authenticator-App

Klicken Sie hier um eines anzulegen

Einloggen

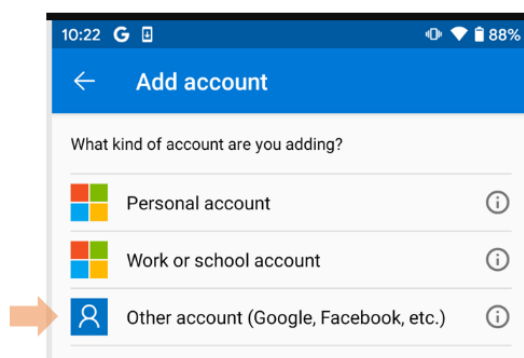
[Impressum](#)

4.1.1 Google Authenticator and Other Accounts

If you are already familiar with the Google Authenticator or other apps and have already used them for other user accounts, please select the „+“-sign (or similar) within the app to add a new account and follow the app's instructions for scanning the QR code or entering the ethikPool activation code manually.

4.1.2 Microsoft Authenticator

The Microsoft Authenticator distinguishes between different account types. Please note that ethikPool is not a Microsoft account. Therefore, please select the option **"Other account"** during the setup:



4.2 Authenticator for PCs

IMPORTANT: Do not use this type of authentication on publicly accessible computers!

If you do not have a smartphone, you can obtain an Authenticator for your PC (Mac, OS, Windows, Linux) via <https://authy.com/download>, which you can download directly to your **password-protected** device. Please select your operating system and confirm your selection with "Download".

To use Authy, you must register with a phone number¹ that Authy uses to identify you and, if necessary, to obtain your authorisation for security-related actions².

Start the downloaded and follow its instructions.

After completing the download / installation, you can choose to set up Authy by phone call or by text message.

Please protect this application with a password. Please use "Settings" -> "General" -> "Master Password" -> "Enable"! Select a secure password and enter

¹ Make sure that this telephone number can only be used by you personally. Telephones accessible by other people in treatment rooms, at reception desks etc. are unsuitable for this purpose.

² E.g. the initial set-up.

it. Please confirm your password by entering it again. After setting the password, the application will ask you for your password whenever you open it.

After setting up Authy, please scan the QR code from our e-mail or type in the activation code manually using the "+" **sign**. As a next step, you can assign a name and a colour to the token (created by Authy). For example, choose the name "ethikPool" in the field "Account Name" and assign the colour blue. Please keep the token length to 6 digits. After confirming your settings with the "**Save**"-button, a periodically changing token will be generated which is intended for your login to the ethikPool portal. **These steps are mandatory - tokens intended for login to other applications do not work for login to the ethikPool portal!**

If you have any questions about ethikPool, please feel free to ring us during telephone consultation hours at the office of the Hamburg Ethics Committee or send an e-mail to ethik@aekhh.de. You can find further information on our homepage in the section „Kontakt" or directly under the following link: https://www.aerztekammer-hamburg.org/ethik_kommission.html.