
Health Sector Information Systems Coordination
Centre

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**Number
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CCHSIS

External CHLAP request guidelines

Project - **eREG – Modifying sector registers and consolidating sector
data in relation to basic public administration registers**

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1 Preamble

1.1 Document scope

The document has been prepared on the basis of the eREG project - Modifying sector registers and consolidating sector data in relation to basic public administration registers.

1.2 Document identification

This document complies with the Ministry of Information standard “ISVS Standard 005/02.01 for information system life cycle requirements”, and also the international standard ČSN ISO/IEC 12207 for managing primary processes in the software life cycle.

1.3 Document classification

This document is classified as “public”.

1.4 Document history

Table 1 Document history

Version	Date	Author	Note
0v1	7. 7. 2015	Michal Pravda	Version for comments
1v0	17. 7. 2015	Michal Pravda	Final version

2 CONTENTS

1	PREAMBLE	2
1.1	Document scope	2
1.2	Document identification	2
1.3	Document classification	2
1.4	Document history	2
2	CONTENTS.....	3
3	EXTERNAL REQUEST SUBMISSION.....	4
3.1	External request submission procedure	4
3.2	Filling in a request	4

3 External request submission

External request URL:

- For registration use link: <https://eregpublicsecure.ksrzis.cz/Jtp/public/ExterniZadost?s=CHLAP>
- General information can be found on the website: <https://eregpublicsecure.ksrzis.cz/Registr/CHLAP/o-aplikaci>

At the beginning you need to choose the type of business (company registered in the Czech Republic, foreign companies or non-commercial entities). Please select a foreign company and complete contact details and other areas below.

After the request is processed, the person will be contacted on the given e-mail address.

3.1 External request submission procedure

- 1) The applicant fills in the Company section
- 2) The applicant fills in the Contact Person section
- 3) The applicant fills in the Security Element (Captcha)
- 4) The applicant sends the request

3.2 Filling in a request

- 1) Enter an existing Company name and Address for the company in the “Company” section of the form and confirm this by clicking <Validate>. Then it will be checked whether all mandatory fields are filled.

- 2) Fill in the compulsory items in the next section “Contact Person”: name, surname, date of birth (if he/she does not use the calendar icon for this purpose, it must be written in the format dd.mm.yyyy without spaces) and e-mail address. Other optional items can also be filled in: a title before the name and after the name and a mobile telephone number. The mobile number must be from the Czech providers. The e-mail address field must contain an ‘at’ sign (@) and a full stop;

- 3) Then enter the six figures from the image. If the figures are illegible, request a new image by clicking “Reload image”.

- 4) After the request form has been correctly filled in, click on “Send” button.

In case of incorrect filling out the form a red validation notice at the top of the page above section "Instructions" will be displayed.

After submitting the application automatically gets into the system. Then the application will be manually inspected and approved. Upon approval of the application an activation link to the specified email will be delivered.