

The first step of creating an application is to apply for a User ID and password. For assistance with your registration please view the ['How to Register'](#) video tutorial on our website.

New organisations

If you are registering a new organisation to Bellberry please email bellberry@bellberry.com.au with the details of your organisation, including full address, phone number and ABN number before commencing your registration.

Working across multiple organisations

If you are registering for multiple organisations, you will need to register with a different User ID each time (you can use the same Password). We suggest using your surname and the Organisation name or initials. Please do not use acronyms in the organisation field on the registration form. The organisation name and address that you enter will appear on all correspondence from Bellberry.

Please ensure that all people that will be involved in the study, i.e. the Principal Investigator,

Co-Investigators and any other nominated contacts are each registered with the same organisation.

Nominated Contacts


Anyone who is registered can create an application. A nominated contact from another organisation, including sponsors, clinical research organisations (CROs), site management organisations (SMOs) etc. can prepare applications.

Approval must be sought from the Principal Investigator by completing the Nominated Contact Authorisation Form. This form provides authorisation from the Principal Investigator for the Nominated Contact to be linked to their organisation and assists with the management of multiple User ID's.

This form should be emailed to Bellberry prior to registering. The nominated contact will need to register as an eProtocol user under the Principal Investigator's organisation. This form needs to be completed and emailed to Bellberry for each separate organisation. It is suggested that Sponsors, CROs & SMOs use their surname, initial and organisation name for the User ID, i.e. 'SmithJ – organisation name'.

Time to register

Head to the eProtocol homepage:

 > Register > Complete registration form > User ID (eg Last name and first initial) > Organisation name (must be the one you need to be linked to – e.g. PI's organisation) > Submit

Your application will be validated and an automated email from bbl@bellberry.com.au with your temporary access details will be emailed to you. When you log on to the system for the first time, you will be asked several questions, one being to change your password. This link is time-sensitive and allows you approximately 5 minutes to change your password.

Passwords will need to be a minimum of 8 characters with 3 or 4 of the following:

- Lowercase
- Uppercase
- Numbers
- Symbols (!, @, #, \$, %, ^, &, * etc)%%

eProtocol has a workflow function and generates automatic emails whenever a transaction between the site and the HREC occurs, e.g. when an application is submitted, comments are returned etc. Everyone who is listed on the personnel information page will receive these automated emails.