



GCMA Access Request User Guide for External Agency Users

This job aid guides an External Agency User (one without a Pfizer NTID) and their Pfizer Sponsor through the step by step process of requesting access to GCMA.

Pfizer Helpdesk: Click [here](#)
Find this and other [Job Aids](#) on GCMA



This job aid applies to any External Agency User that needs access to GCMA.

Section 1 describes the steps required by the **External Agency User**.

[Section 2](#) describes the steps required by the **Pfizer Sponsor**.

Show me the steps!



Section 1: How do I request access to GCMA? – Steps required by the External Agency User

Step 1: Go to the GCMA Access Request page:

<https://useraccess.gcmaphizer.com/request/login>

Step 2: Enter your email address. Note that it must be your business email address that will be used to login to GCMA and receive notifications from the system.

Step 3: Click on the blue **LOGIN** button.

GCMA

GCMA Access Request Login

Please enter the email address you will be using to login to GCMA going forward.
This email address will also be used to send you GCMA notification and related communications.

2

Email *

testgcm1@gmail.com

3

LOGIN

*Click on LOGIN to request access

Step 4: The following screen will appear. Click on **REQUEST ACCESS**.

GCMA

Request GCMA Access

4

REQUEST ACCESS





Step 5: You will be redirected to the Access Request Form. Ensure that you fill in all required fields.

Note: Some fields require specific attention, please see below.

Step 6: Click on the **SUBMIT** button when your request is complete.

GCMA

Request GCMA Access

First Name *

Last Name *

Agency Name *

Email *

Region *

- Select -

Market *

- Select -

Business Line *

- Select -

Role(s) *

- Agency(owner) -Piece Uploader
- Claims Uploader
- Editor
- Production Contact
- Proof Reviewer
- Submission Coordinator

Brands (Click on the brand name to request access to that brand, you can select multiple brands by clicking on the name one at a time. Note that these are the Global Brand Names, please contact your Pfizer Sponsor for the local brand name.)

*No Brands
2nd TOLTERODINE
A3D3 Damla
Accomin
Accumax

Pfizer Sponsor Name *

Pfizer Sponsor Email * (Ensure to enter the exact email address of your Pfizer Sponsor. If there is an error in the email address, your request will not be processed.)

Comments

6

A

B

C

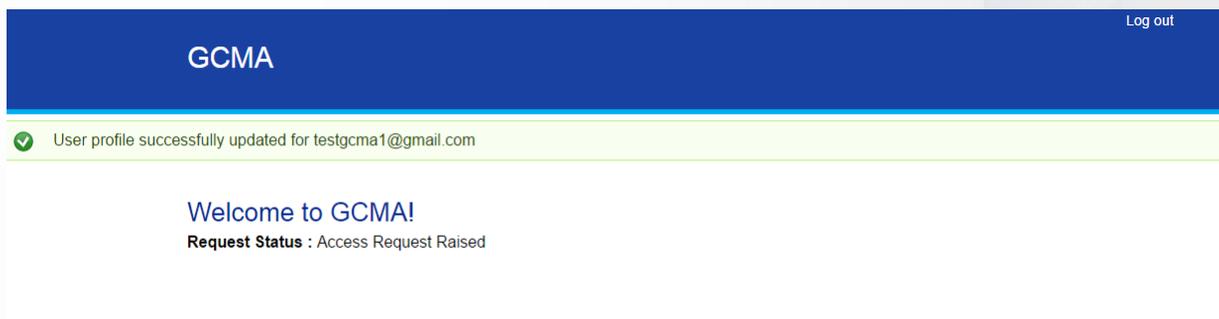
6

- A. You can select multiple Markets if necessary by holding the **CTRL** key while clicking on the Market names.
- B. You can select multiple brands if applicable, click on each brand, one at a time, to select them.
- C. Ensure you enter the email of your Pfizer Sponsor correctly, if not, the request will not reach the Pfizer Sponsor for approval.





Step 7: You will get the following screen upon submission:



Step 8: Your request is being routed to your Pfizer Sponsor for approval. Upon review, your Pfizer Sponsor will approve or reject your request. If your request is rejected, you will be notified. Your request will not continue further.

Step 9: If your request is approved, you will receive the below email:

Hello,

Your GCMA External User Access Request has been approved by the Business Owner.

Training is required to gain access to GCMA.

You should have received a link to gain access to PPLS and trainings you have been assigned to.

Should you not have receive any communication within that timeframe, please check your junk mail folder and then contact: GCMAPartnerTrainingPPLS@pfizer.com

The trainings must be completed to gain access to the system. Upon training completion, please send an email to gcma_support@pfizer.com to complete the access request.

Regards,

GCMA Support

Step 10: You will be required to complete training in our training management system (PPLS) to get access to GCMA. In order to proceed, you will receive a communication from the PPLS team (GCMAPartnerTrainingPPLS@pfizer.com) to create your PPLS account, once you create your PPLS account, your training will be assigned. Upon completion of your training, you must send an email to gcma_support@pfizer.com to get your access request processed.

Step 11: Your request will then require approval by the GCMA Business Owner. You will receive a notification upon approval or rejection of your request.



Step 12: After validation of training completion, your GCMA account will be created. You will receive a Welcome email from GCMA. Please follow instructions listed in the email to gain access to GCMA.

Welcome to GCMA! Inbox x



GCMA <DoNotReply@pfizer.com>
to me

Nov 30 (1 day ago)

Congratulations! You are now ready to use the GCMA capabilities for your promotional material review and approval needs.

To access GCMA: A Pfizer Specific Account has been created for your email address. Prior to accessing GCMA for the first time please follow the attached guide to reset your Pfizer Specific password assigned to your email address.

After you have received your Pfizer specific password, to access the GCMA system please use the link below. When prompted, sign-in with your email address and your Pfizer Specific password.

Click here to access [GCMA](#)

If you have any technical issues please contact the Pfizer Help Desk. Once again, Congratulations and welcome to GCMA!





As the Pfizer Sponsor you are responsible to review and Approve or Reject the External Agency User Access Request.

Show me the steps!



Step 1: As the Pfizer Sponsor, you will receive an email notification of an Access Request that requires action.

Step 2: Click on the link **Request Dashboard** to access your dashboard and review the request.

ACTION REQUIRED: GCMA External User Access Request for testgcma1@gmail.com

DoNotReply

Sent: Tue 11/29/2016 11:22 AM

To:

Hello,

A GCMA External User Access Request is awaiting your approval.

Please follow the link to Approve or Reject the request: [Request Dashboard](#)

2

Regards,
GCMA Support

Step 3: Click on Approve/Reject to review the request and make a decision.

GCMA Log out

[Request Dashboard](#)
[Review Dashboard](#)

Sponsor Access Request Dashboard

Action	First Name	Last Name	E-mail	Region	Market	Business Line	Role(s)	Agency Name	Brands	Pfizer Sponsor
Approve/Reject	Test	Gcma1	testgcma1@gmail.com	NORTH AMERICA	CANADA, NA REGIONAL	Pharma	Agency (owner) -Piece Uploader, Editor	Tropicana	A3D3 Damla, Trifeme, Zosyn/Tazocin	david.pham@

Completed Requests

No records found.

Rejected Requests

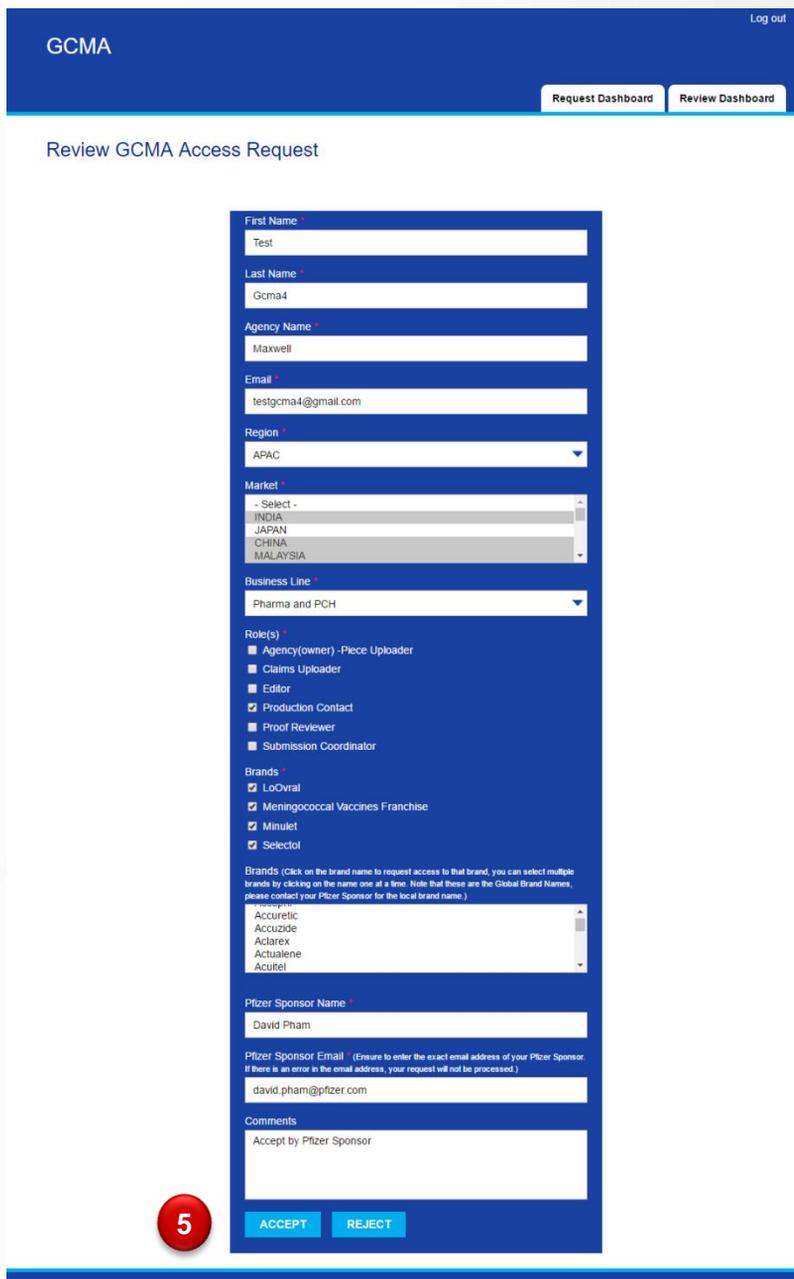
No records found.

Please reach out to your local **GCMA Super User network** if you need any further clarification or guidance. If they are not able to address your query, contact **BT On Demand** to raise a support request.





Step 4: Review the request and make any necessary changes.



GCMA Log out

[Request Dashboard](#) [Review Dashboard](#)

Review GCMA Access Request

First Name
Test

Last Name
Gcma4

Agency Name
Maxwell

Email
testgcm4@gmail.com

Region
APAC

Market
- Select -
INDIA
JAPAN
CHINA
MALAYSIA

Business Line
Pharma and PCH

Role(s)
 Agency(owner) -Piece Uploader
 Claims Uploader
 Editor
 Production Contact
 Proof Reviewer
 Submission Coordinator

Brands
 LoOvral
 Meningococcal Vaccines Franchise
 Minulet
 Selectol

Brands (Click on the brand name to request access to that brand, you can select multiple brands by clicking on the name one at a time. Note that these are the Global Brand Names, please contact your Pfizer Sponsor for the local brand name.)
Accuretic
Accuzide
Actarex
Actualene
Acutell

Pfizer Sponsor Name
David Pham

Pfizer Sponsor Email (Ensure to enter the exact email address of your Pfizer Sponsor. If there is an error in the email address, your request will not be processed.)
david.pham@pfizer.com

Comments
Accept by Pfizer Sponsor

5

Step 5: Accept or Reject the request.





Step 6: A notification will be sent to the requestor advising him/her of the approval or rejection of the request.

If the request is approved, instruction on how to complete the required trainings will be sent to the requestor. Refer to [step 10 of section 1](#) for more information. Completion of the required trainings is mandatory to gain access to GCMA. The request is also being routed to the GCMA Business Owner for review and approval.

Step 7: As the Pfizer Sponsor, the status of the requests can be viewed in your dashboard under **Request Status (7)** at: <https://useraccess.gcmaphizer.com>.



Sponsor Access Request Dashboard

No records found.

7

Completed Requests

	Region	Market	Business Line	Role(s)	Agency Name	Brands	Pfizer Sponsor E-mail	Pfizer Sponsor Name	Comments	Request status
tail.com	NORTH AMERICA	CANADA, NA REGIONAL	Pharma	Agency (owner) -Piece Uploader, Editor	Tropicana	A3D3 Damla, Trifeme, Zosyn/Tazocin	david.pham@pfizer.com	David Pham	Comment from requestor	Accepted by Business Approver
tail.com	AFME	SOUTH AFRICA, KENYA, MOROCCO, NIGERIA	Pharma	Agency (owner) -Piece Uploader, Editor, Production Contact	iDNS	*No Brands	david.pham@pfizer.com	David Pham	Accept by Pfizer Sponsor	Rejected by Business Approver
tail.com	APAC	INDIA, CHINA, MALAYSIA, INDONESIA, NEW ZEALAND, PAKISTAN	Pharma and PCH	Production Contact	Maxwell	LoOvral, Meningococcal Vaccines Franchise, Minulet, Selectol	david.pham@pfizer.com	David Pham	Accept by Pfizer Sponsor	Completed by Support

Rejected Requests

	E-mail	Region	Market	Business Line	Role(s)	Agency Name	Brands	Pfizer Sponsor E-mail	Pfizer Sponsor Name	Comments
3	testgma3@gmail.com	GLOBAL	GLOBAL	PCH	Agency (owner) -Piece Uploader, Claims Uploader, Editor, Production Contact, Proof Reviewer, Submission Coordinator	Toysrus	2nd TOLTERODINE, Accomin, Accretic, Arthrotec, Cabaser, Menopause Platform	david.pham@pfizer.com	David Pham	Reject by Pfizer Sponsor





Under the **Completed Requests** section are requests that you approved.

Under **Request Status**, you can find the following status:

- *Accepted by Business Approver (8):*
 - Request is now pending external user training completion and/or pending user activation
- *Rejected by Business Approver (9):*
 - Request is closed since it was rejected.
- *Completed by Support (10):*
 - User now has access to GCMA

Under the **Rejected Requests (11)** section are requests that you rejected.



Sponsor Access Request Dashboard

No records found.

Completed Requests

	Region	Market	Business Line	Role(s)	Agency Name	Brands	Pfizer Sponsor E-mail	Pfizer Sponsor Name	Comments	Request status
tail.com	NORTH AMERICA	CANADA, NA REGIONAL	Pharma	Agency (owner) -Piece Uploader, Editor	Tropicana	A3D3 Damla, Trifeme, Zosyn/Tazocin	david.pham@pfizer.com	David Pham	Comment from requestor	Accepted by Business Approver 8
tail.com	AFME	SOUTH AFRICA, KENYA, MOROCCO, NIGERIA	Pharma	Agency (owner) -Piece Uploader, Editor, Production Contact	iDNS	*No Brands	david.pham@pfizer.com	David Pham	Accept by Pfizer Sponsor	Rejected by Business Approver 9
tail.com	APAC	INDIA, CHINA, MALAYSIA, INDONESIA, NEW ZEALAND, PAKISTAN	Pharma and PCH	Production Contact	Maxwell	LoOvral, Meningococcal Vaccines Franchise, Minulet, Selectol	david.pham@pfizer.com	David Pham	Accept by Pfizer Sponsor	Completed by Support 10

Rejected Requests **11**

E-mail	Region	Market	Business Line	Role(s)	Agency Name	Brands	Pfizer Sponsor E-mail	Pfizer Sponsor Name	Comments
3 testgcm3@gmail.com	GLOBAL	GLOBAL	PCH	Agency (owner) -Piece Uploader, Claims Uploader, Editor, Production Contact, Proof Reviewer, Submission Coordinator	Toysrus	2nd TOLTERODINE, Accomin, Accuretic, Arthrotec, Cabaser, Menopause Platform	david.pham@pfizer.com	David Pham	Reject by Pfizer Sponsor

