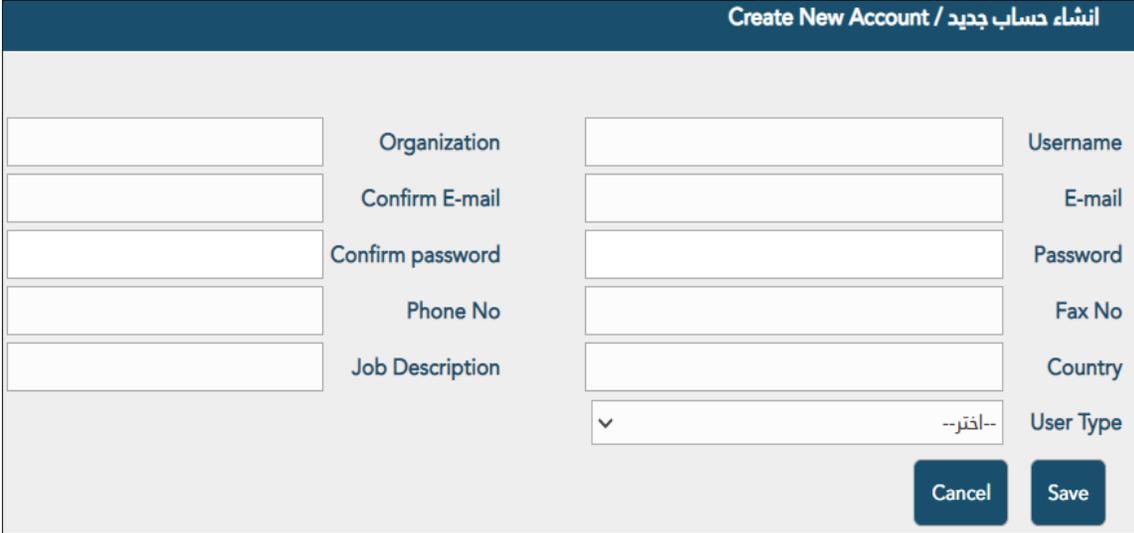


Create a New Account

To create a new account, follow these steps:

1. From the **Home Page**, click on **Signup / Login** .
2. Click on **Create New Account** .
3. The registration data screen will appear.



4. Enter the required information:
 - **Username:** Enter the username that you will use when logging into the system. It must consist of at least 6 characters.



• If you have entered a username that has been used by another account, a message will appear to inform you of that when trying to save.

- **Organization:** Enter the name of the entity (company) to which it belongs or which it represents.
- **Email:** Enter and confirm the email.



- **The e-mail must be correct as you will receive all news and updates on it of the cases that you have created or participated in.**
- **If you entered an e-mail that was previously used by another account, a message will appear to inform you of this when trying to save.**
- **Confirm e-mail must match the entered e-mail.**

- **Password and Confirm Password:** Enter the password and confirm it.



- **Password length must not be less than 8 characters and contain capital letters, symbols and numbers.**
- **Confirm password must match the password entered.**

- **Phone No:** Enter the phone number including the international calling code.
- **Fax No:** Enter the fax number including the international calling code.



- **Only numbers and a conditional mark are allowed – in these two fields, and if otherwise entered, a message will appear to inform you of the need to verify the phone or fax number or both.**

- **Country:** Enter the country name.
 - **User type:** From the list choose the category that you represent (**Domestic Industry, Exporter, Importer, Foreign Producer, Governments of Countries, Domestic Association, Domestic Chambers of Industry, Domestic Chambers of Commerce, Association of Chambers of Foreign Industry And Commerce**).
 - **Job description:** Enter the job description in the entity you represent.
 - Click **Save**  to save the data you entered.
- If the registration process is successful, a message will appear to confirm the successful registration process.
 - You will receive an e-mail containing your username and password.