Registration

**Objective:** Register your organization on UNPP by entering information about your organization and creating an account

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
<th>Action</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>URL</td>
<td>Enter the URL below in your address bar</td>
<td><a href="https://www.unpartnerportal.org/registration">https://www.unpartnerportal.org/registration</a></td>
</tr>
</tbody>
</table>
| 2     | Type of organization         | Select the type that corresponds with your organization:               | Please note INGO country offices cannot register offices directly. INGO HQ offices must first register and create subsidiary country office accounts.  
• Academic,  
• Community based Organization (CBO),  
• International Non-Governmental Organization (INGO),  
• National Non-Governmental Organization (NGO),  
• Red-Cross/Red-Crescent Movement. |
| 3     | Enter basic identification information | Enter the legal name and other identifying information about your organization as requested  
Click on “Continue” to move to the next section. | Fill in all information required. Only the Alias and Acronym questions are optional.  
If some fields are not completed, you will not be allowed to continue your registration process. |
| 4     | Provide details on Legal Status | Provide details regarding the legal status of your organization such as the year of establishment in the country of origin, registration and governing document if applicable, and/or a letter of reference.  
Upload the necessary documents  
Click on Continue to move to the next section. | Each organization needs to upload at least one of the document requested.  
You will not be able to continue the registration process otherwise. |
| 5     | Fill Partner Declaration     | Complete the partner declaration form by answering YES or NO to the responses requested  
Click “Continue” to proceed to the next section | An organization whose declaration does not align with the core values statements cannot continue to register on the portal. |
| 6     | Terms of use and privacy Policy | Click on the Hyper link **Terms of Use and Privacy Policy** to read the document.  
Tick the box acknowledging you have read the Terms of Use and Privacy Policy.  
Click on the “Register” (3) icon to enter UNPP.  
You will automatically be redirected to your profile inside the UN Partner Portal.  
Click on Complete profile (3) to continue with the process. | To log back into the portal, please go to the following URL and enter your e-mail that was used for registration and the associated password you created: [https://www.unpartnerportal.org/login](https://www.unpartnerportal.org/login) |
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**STEP 2**

2.1 Registration Organization

- Select type of organization

The UN Partner Portal is solely intended for use by national NGOs, international NGOs, community based organizations, academic institutes, and Red Cross/Red Crescent societies. The UN Partner Portal is NOT intended for use by private sector companies, government ministries, or individuals. Learn more.
2.2 Registration Organization

1. Select type of organization

The UN Partner Portal is solely intended for use by national NGOs, international NGOs, community based organizations, academic institutes, and Red Cross/Red Crescent societies. The UN Partner Portal is NOT intended for use by private sector companies, government ministries, or individuals. Learn more.

Type of organization

- Academic Institution
- Community Based Organization (CBO)
- International NGO (INGO)
- National NGO
- Red Cross/Red Crescent Movement

2.3 Registration Organization

1. Select type of organization

The UN Partner Portal is solely intended for use by national NGOs, international NGOs, community based organizations, academic institutes, and Red Cross/Red Crescent societies. The UN Partner Portal is NOT intended for use by private sector companies, government ministries, or individuals. Learn more.

Type of organization

- International NGO (INGO)

3. Indicate if you are

- Headquarters
- Country Office

CONTINUE
If you would like to register as a country office, the following pop-up message will appear.
<table>
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<tr>
<td>3</td>
<td>Enter basic identification information</td>
<td>Enter the legal name and other identifying information about your organization as requested (1) Click on “Continue” (2) to move to the next section</td>
<td>Fill in all information required. Only the Alias and Acronym questions are optional. If some fields are not completed, you will not be allowed to continue your registration process.</td>
</tr>
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</table>

**Registration Organization**

1. Select type of organization

2. Enter basic identification information

   - **Organization’s Legal Name**
     - Provide organization’s legal name

   - **Alias (optional)**
     - Provide alias

   - **Acronym (If applicable)**
     - Provide acronym

   - **Has the Organization had a legal name change?**
     - Select Yes or No

   - **Country of Origin**
     - Provide country of origin

   - **Head of Organization’s Full Name**
     - Provide Full Name

   - **E-mail of Head of Organization**
     - Provide Email

   **CONTINUE** **CANCEL**
<table>
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<tr>
<td>4</td>
<td>Provide details on Legal Status</td>
<td>Provide details regarding the legal status of your organization such as the year of establishment in the country of origin, registration and governing document if applicable, and/or a letter of reference. Upload the necessary documents</td>
<td>Each organization needs to upload at least one of the document requested. You will not be able to continue the registration process otherwise.</td>
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**STEP 4**

### 3. Legal Status

- **Year of establishment in country of origin**
  
  1983

- **Is organization registered to operate in the country of origin?**
  - [ ] Yes
  - [ ] No

- **Comment**

  Provide comment

  **Required**

- **Does the Organization have a Governing Document?**
  - [ ] Yes
  - [ ] No

- **Comment**

  Provide comment

  **Required**

- **Does the organization have a letter of reference from a donor agency, government authority or community association?**
  - [ ] Yes
  - [ ] No

**CONTINUE**  **CANCEL**
3. **Legal Status**

Year of establishment in country of origin

1983

Is organization registered to operate in the country of origin?

- Yes
- No

Please upload Registration Document

[UPLOAD FILE]

Required

Name of registering authority

Please provide

Required

Registration Date

Please provide

Registration number (if applicable)

Expiration Date

Please provide

3. **Does the Organization have a Governing Document?**

- Yes
- No

Please upload Governing Document

[UPLOAD FILE]

Does the organization have a letter of reference from a donor agency, government authority or community association?

- Yes
- No

[CONTINUE] [CANCEL]
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<td>5</td>
<td>Fill Partner Declaration</td>
<td>Complete the partner declaration form by answering YES or NO (1) to the responses requested Click “Continue” (2) to proceed to the next section</td>
<td>An organization whose declaration does not align with the core values statements cannot continue to register on the portal.</td>
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<td>Terms of use and privacy Policy</td>
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<td>Tick the box acknowledging you have read the Terms of Use and Privacy Policy. (2)</td>
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<td>Click on the “Register” (3) icon to enter UNPP. You will automatically be redirected to your profile inside the UN Partner Portal.</td>
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<td>Click on Complete profile (3) to continue with the process.</td>
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**STEP 6**

### Registration Organization

- Select type of organization
- Enter basic identification information
- Legal Status
- Partner Declaration

#### Terms of Use and Privacy Policy

- I have read and agree to the *Terms of Use and Privacy Policy* on UN Partner Portal
- **REGISTER**
  - **CANCEL**
Your organization has now been successfully registered on the UN Partner Portal. You can now explore all the features of the Portal. Please note your organization must complete its profile before it can submit applications for funding consideration.