

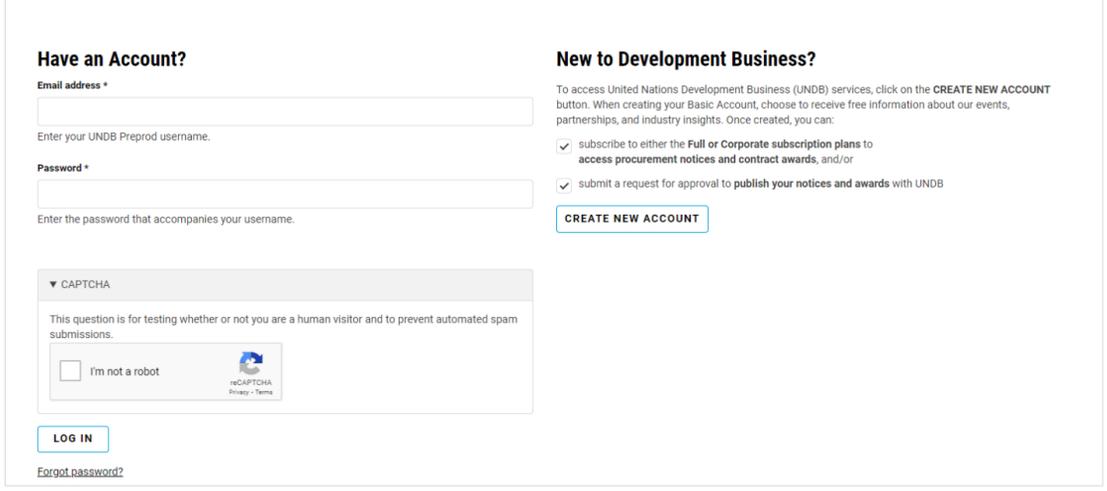
How to Sign Up for UNDB Services

Your UNDB account grants you access to the basic features of the site, your subscription plans and the option to publish your procurement notices and contract awards. The e-mail you choose will be the UNDB ID for the account, so choose a frequently used e-mail address that you will remember.

All UNDB services require users to have a Basic Account. Follow the steps below to create a new Basic Account for full access to the UNDB Knowledge Center, Newsletters, and Events.

Create a new Basic Account

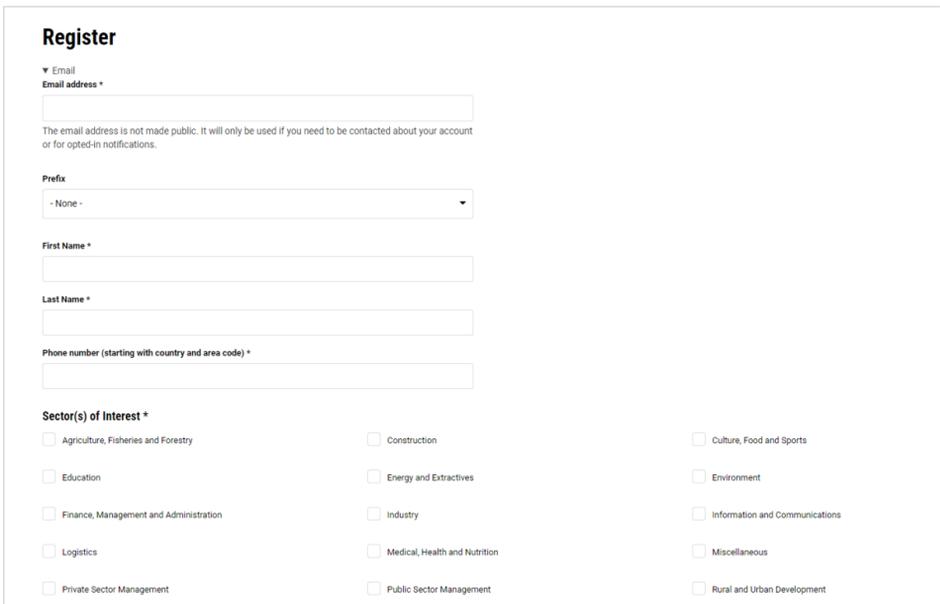
- 1 Go to the **Log In** page found on the top right corner of the UNDB website.
- 2 If you are a new user without an existing account, select **Create New Account** located on the right.



The screenshot shows the login interface. On the left, under 'Have an Account?', there are fields for 'Email address *' and 'Password *', with instructions to enter the UNDB Preprod username and password. Below these is a CAPTCHA section with a checkbox 'I'm not a robot' and a CAPTCHA image. A 'LOG IN' button is at the bottom left. On the right, under 'New to Development Business?', there is a 'CREATE NEW ACCOUNT' button and two checked checkboxes: 'subscribe to either the Full or Corporate subscription plans to access procurement notices and contract awards, and/or' and 'submit a request for approval to publish your notices and awards with UNDB'.

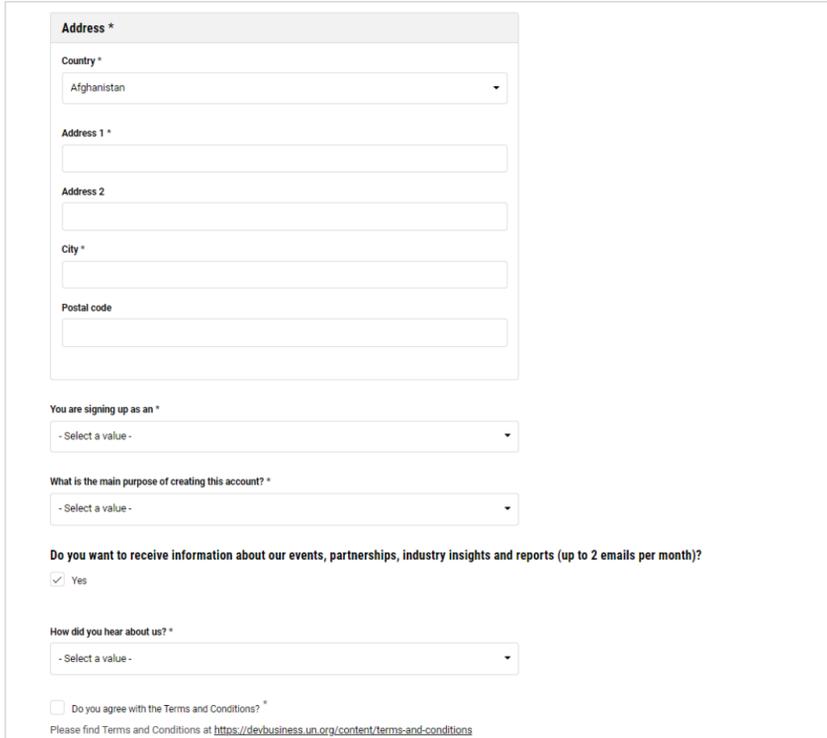
Note: Subscribers with an active account can **Log In** using their e-mail address and password associated with their account.

- 3 Enter your account information for your user profile in the fields below, make sure to select the Sector(s) of Interest and Region(s) of Interest.



The 'Register' form includes fields for 'Email address *', 'Prefix' (dropdown), 'First Name *', 'Last Name *', and 'Phone number (starting with country and area code) *'. Below these is a 'Sector(s) of Interest *' section with a grid of checkboxes for various sectors: Agriculture, Fisheries and Forestry; Education; Finance, Management and Administration; Logistics; Private Sector Management; Construction; Energy and Extractives; Industry; Medical, Health and Nutrition; Public Sector Management; Culture, Food and Sports; Environment; Information and Communications; Miscellaneous; and Rural and Urban Development.

- 4 Make sure to agree with the Terms and Conditions and fill up the mandatory fields marked with an asterisk (*), then click **Create New Account**.



This section of the form includes 'Address *' with fields for 'Country *' (dropdown, set to Afghanistan), 'Address 1 *', 'Address 2', 'City *', and 'Postal code'. Below are dropdown menus for 'You are signing up as an *' and 'What is the main purpose of creating this account? *'. There is a checked checkbox for 'Do you want to receive information about our events, partnerships, industry insights and reports (up to 2 emails per month)?' and a dropdown for 'How did you hear about us? *'. At the bottom, there is a checkbox for 'Do you agree with the Terms and Conditions? *' and a link to the terms and conditions.

- 5 A welcome message with further instructions will be sent to your e-mail.
- 6 Create your password, then click **Log In** to complete the sign-up process.

Dear Xinning Zhang,

Thank you for creating a basic account with United Nations Development Business (UNDB). You can use your Basic Account to opt-in to receive broadcast emails, including information about our events, partnerships, industry insights and reports (up to 2 emails per month).

You may now log in after setting up a password by clicking this link or copying and pasting it to your browser: https://preprod.dev-db.un.zedcloud.co.uk/user/reset/2000064/1677885301/yvQ28F-UGaYeCoEz81t-2v_8BHNNrv8Vely79pzzHRA

This link can only be used once to log in and will lead you to a page where you can set your password. The link will expire after one day if not used.

To access UNDB's \$90 billion procurement market database and enjoy our one-on-one customer service, please purchase one of the following subscriptions:

- **Full subscription - \$590.00:** Full access to monthly operational summaries, procurement notices and contract awards. In addition to running advanced searches on our database, you can set up various e-mail alerts based on your field of interest.
- **Corporate subscription - \$2,000.00:** A corporate account allows for the registration of multiple users in your company with a discounted rate with all the features included in a full subscription.

You may also be interested in reaching a diverse and global audience by publishing your own procurement notices and contract awards with UNDB. For more information, please visit this page <https://preprod.dev-db.un.zedcloud.co.uk/form/external-editor-application>.

Best regards,
United Nations Development Business

Note:

- The link in the confirmation e-mail can only be used once to log in and will **expire after one day** if not used. Be sure to complete the log in process as soon as you receive the confirmation e-mail.
- To access the UNDB procurement market database, purchase either a **Full subscription** or **Corporate subscription**.

Contact us for more enquiries:

Subscription Services
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TEL: + 1 (212) 963-1516
FAX: + 1 (917) 367-0266

Note: To print user guide, select the "Poster" page size setting before printing.