First Time Log In for Current Subscribers

The UNDB platform will require all current subscribers to update their account information and create a more secure password when they log in for the first time. **The following steps must be completed** before you are granted access to projects and tenders in the UNDB database.

How to Log In

1. Go to the **Log In** page found on the top right corner of the UNDB website.
2. In the fields on the left, enter your e-mail address and password that are tied to your account in the website.
3. Enter the Captcha code as shown in the image, then click **Log In**.

Note: Once you log in, you will be directed to a page where you will be prompted to change your password.

How to Change your Password

At the **Edit Profile** page, you will be prompted to change your password. All current subscribers must change their password before gaining full platform access. Your password must include enough variation to be secure and cannot be the same as your previous password.

1. Enter your password in the **Current Password** field.
2. Choose a secure password that fulfills the requirements, as shown in the image below, and enter it in the **Password** field.
3. Enter the new password again in the **Confirm password** field.

Note: If your password is accepted, there will be an indicator at the top right corner of the **Password** field that displays your password strength.

How to Edit your Profile

After changing the password, fill up the required fields that are marked by an asterisk. We recommend checking the populated fields in the **Edit Profile** page to ensure that all other details in your profile are accurate.

1. Enter your first name, last name and phone number in the relevant fields.
2. Check the Subscribe box to receive announcements, updates and newsletters from UNDB.
3. Choose an option under **How did you hear about us?**
4. Check the last box to agree to the **Terms and Conditions** then click **Save**.

Note: Remember to click **Save** once you are done, or all progress will be lost.

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