

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

- Go to the **Join Us** page found on the top right corner of the UNDB website.
- Click the **Sign Up** button located under the Basic Account header.

The screenshot shows the UNDB website's 'Join Us' section. It features three main options: 'Basic Account' (Knowledge Centre, Newsletter, Events, Free, + SIGN UP), 'Full Subscription' (Everything included in Basic Account, Individual subscription license, Procurement Notices, Firm Consultancy Projects, Individual Consultancy projects, Contract Awards, Exclusive Publications of Monthly Operational Summaries, Advanced Search, Multiple Email Alerts, Tender Archives, One-on-One Customer Service, \$590.00, + ADD TO CART), and 'Corporate Subscription' (Five individual Full Subscription accounts, Option to add extra accounts. Use contact us page to request more than five accounts, \$2,400.00, + ADD TO CART). There is also a 'Publish with us' section with a + SUBMIT YOUR REQUEST button.

Note: From this page, you can create a free basic account, choose a subscription service or submit your request to publish procurement notices and contract awards with us.

- If you are a new user without an existing account, select **Create New Account** located on the right.

The screenshot shows the UNDB user profile page. It has a breadcrumb trail: Profile Home > View Profile. There are two main sections: 'Have an Account?' with fields for E-mail address *, Password *, and a CAPTCHA image (Z e 7 m c), and 'New to UN Development Business?' with a CREATE NEW ACCOUNT button. A LOG IN button is also present. A link for 'Forgot your password?' is at the bottom.

Note: Subscribers with an active account can **Log In** using their e-mail address and password associated with their account. View this [user guide](#) for more information.

- Enter your account information for your user profile in the fields below.
- Make sure to agree with the Terms and Conditions and fill up the mandatory fields marked with an asterisk (*), then click **Create New Account**.

The screenshot shows the 'Create new account' form. It is titled 'Step 1 - User profile' and notes that mandatory fields are marked with an asterisk (*). Fields include: E-mail address *, Confirm e-mail address *, Prefix (dropdown menu), First name *, Middle name, Last name *, Functional Title, and Address (Country dropdown menu). A warning box states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'

- A welcome message with further instructions will be sent to your e-mail. Click on the link provided or copy and paste it to your browser.
- Create your password, then click **Log In** to complete the sign-up process.

The screenshot shows a welcome email. It starts with 'Dear [Name]', followed by a thank you message and a link to reset the password: https://devbusiness.dev.un.org/user/reset/469/1571928376/ujeMz1_RQRTPlzMvWCwvA2C8xdPQQWfBn9Y8tCr8lk. It explains that the link expires after one day. The email also mentions the Basic Account and lists subscription options: Full subscription (monthly operational summaries, procurement notices, contract awards, advanced searches) and Corporate subscription (multiple users, discounted rate). It ends with '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.

- Once complete, you will be directed to your profile page where you can edit your company profile. Look out for the pop-up message at the top that indicates your successful registration.

Registration successful. You are now logged in. Please complete your company profile. x

Note: To access the UNDB procurement market database, purchase either a [Full subscription](#) or [Corporate subscription](#).

Contact us for more enquiries:

Subscription Services
E-MAIL: dbsubscribe@un.org
TEL: + 1 (212) 963-1516
FAX: + 1 (212) 963-1381

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