

STEP 1: If the partner does not have an account, ask them to go to the [website](#) (linked) and click the button “need new account”:

The screenshot shows a login page with the following elements:

- Title:** Login
- Image:** A black silhouette of a person's head and shoulders.
- Form Fields:**
 - User Name:** A text input field with a red asterisk and the text “*Required Field” above it.
 - Password:** A text input field.
 - Remember Me:** A checkbox labeled “Remember Me”.
- Buttons:**
 - Login:** A blue button.
 - Need new account?:** A blue link, highlighted with a yellow circle.
 - Forgot Password?:** A blue link.

STEP 2: The below page will be displayed. The partner must first register their organization by clicking “Not in the list? Click here to Register your Organization – Implementing Partner”.

The screenshot shows an organization registration form with the following elements:

- Fields:**
 - User Name:** *required
 - First Name:** *required
 - Last Name:** *required
 - Email:** *required
 - Phone:** *required
 - Password:** *required
 - Confirm Password:** *required
 - Country:** *required (dropdown menu)
 - Implementation Partner:** *required (dropdown menu)
- Links:**
 - Not in the list? Click here to Register your Organization – Implementing Partner:** A blue link, highlighted with a yellow circle.
- Other Elements:**
 - A “*required” label.
 - A checkbox labeled “MoU (Memorandum of Understanding) has been signed?”.
 - Register Partner:** A blue button.

STEP 3: Fill in the organization registration form, being sure to include the correct country in “Country” field (this is the country where the pipeline is active).

Register Implementing Partner

Organization Name: *required <input type="text"/> <small>Enter your Organization Name</small>	Organization Type: *required <input type="text"/> <small>(optional)</small>
Country: *required <input type="text"/>	Details: (optional) <input type="text"/>
Contact Persons: *required <input type="text"/>	Location Address: *required <input type="text"/>
Year of Establishment: *required <input type="text"/> <small>(optional)</small>	Number of Employees: *required <input type="text"/> <small>(optional)</small>
<input type="button" value="Register Partner"/>	<input type="button" value="Cancel Registration"/>

Once all the info on the form has been filled, click **“register partner”**.

STEP 4: The below page will now be displayed and the partner can now create a personal login account including selecting a username and password. Please select the country which must be the same country used to register the partner’s organization. After entering the country, the partner can select the name of their registered organization which will be available on the drop-down list **“Implementation partner”**. Once all the fields are filled in, they must check the option to confirm they have signed IOM’s **“MoU”**.

User Name: *required <input type="text"/>	Last Name: *required <input type="text"/>
First Name: *required <input type="text"/>	Phone: *required <input type="text"/>
Email: *required <input type="text"/>	Confirm Password: *required <input type="text"/>
Password: *required <input type="text"/>	Implementation Partner: *required <input type="text"/> <small>Not in the list? Click here to Register your Organization - Implementation Partner</small>
Country: *required <input type="text"/>	
<small>*required</small> <input type="checkbox"/> MoU (Memorandum of Understanding) has been signed?	
<input type="button" value="Register Partner"/>	

STEP 5: Once IOM (country administrator) approves the partner’s registration, the partner will receive an email with a link, which they can click to easily access the system and input their credentials to log into the system.

Note: IOM requests that each partner has only one account for their organization to avoid duplicate entries and to streamline communications.