STEP 1

Enter your e-mail address, in the field [type an e-mail to GET A USER ID], which will be your username for the system entry.*

> ** Be aware that later you can change the user data, except the e-mail address (username).*
> *If you want to change the username you need to complete a new registration and get a new User ID for the system entry!*

Click [GET A USER ID] button. The User ID will be sent to your e-mail entered in Login form.

STEP 2

Check the e-mail, you have entered**, get your User ID and return to Login form.

> ***If you don't recieve an e-mail from the system in 10 minutes, there could be network problem with mailing or you have entered wrong e-mail address. In this case repeat actions starting from Step 1.*

STEP 3

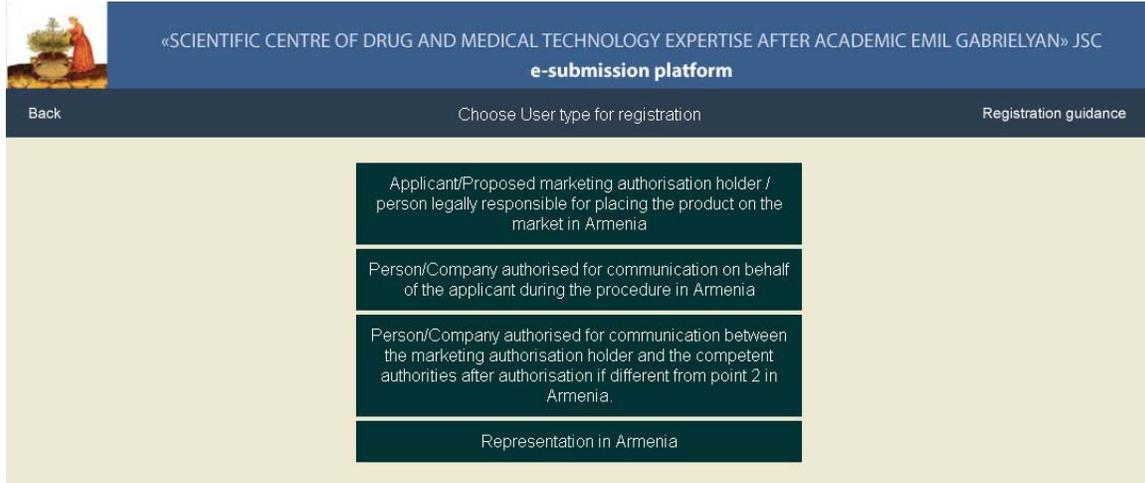To enter the system type your e-mail address and User ID in Login form, then Click [Login].

The following form will appear.

Register

Change data

My companies

Click on [Register] option.

The following form will appear.

Choose the User type in accordance with your status.

STEP 4
Fill the required information, using Registration guidance.
Please, be aware that all mandatory fields should be filled. If you have no contact person for the IT matters fill the data of yourself.

When ready, click [SEND].

STEP 5
Wait for the reply of the Agency regarding to the activation of the User ID.
Only then you will be able to submit Applications.

*In case you forget your User ID or want to change it, use the Link [*In case you forget your User ID*] on Login form. In this case there is no need to wait for the approval of a new User ID. You can immediately use it.*

Important:

If there are multiple companies you work for, you can use the same User ID for all companies, starting User type registration from Step 3.