# Registration

**Objective:** Register your organization on UNPP by entering information about your organization and creating an account

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>URL</td>
<td>Enter the URL below in your address bar</td>
<td>Please note INGO country offices cannot register offices directly. INGO HQ offices must first register and create subsidiary country office accounts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://www.unpartnerportal.org/registration">https://www.unpartnerportal.org/registration</a></td>
<td>precautions</td>
</tr>
<tr>
<td>2</td>
<td>Type of organization</td>
<td>Select the type that corresponds with your organization:</td>
<td>Each organization needs to upload at least one of the document requested. You will not be able to continue the registration process otherwise.</td>
</tr>
<tr>
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<td>• Academic,</td>
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<td>• Community based Organization (CBO),</td>
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<td></td>
<td>• Red-Cross/Red-Crescent Movement.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Enter basic identification information</td>
<td>Enter the legal name and other identifying information about your organization as requested Click on “Continue” to move to the next section.</td>
<td>Fill in all information required. Only the Alias and Acronym questions are optional. If some fields are not completed, you will not be allowed to continue your registration process.</td>
</tr>
<tr>
<td>4</td>
<td>Provide details on Legal Status</td>
<td>Provide details regarding the legal status of your organization such as the year of establishment in the country of origin, registration and governing document if applicable, and/or a letter of reference. Upload the necessary documents Click on Continue to move to the next section.</td>
<td>Each organization needs to upload at least one of the document requested. You will not be able to continue the registration process otherwise.</td>
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<td>5</td>
<td>Fill Partner Declaration</td>
<td>Complete the partner declaration form by answering YES or NO to the responses requested Click “Continue” to proceed to the next section</td>
<td>An organization whose declaration does not align with the core values statements cannot continue to register on the portal.</td>
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<td>6</td>
<td>Terms of use and privacy Policy</td>
<td>Click on the Hyper link <a href="https://www.unpartnerportal.org/registration">Terms of Use and Privacy Policy</a> to read the document. (1) Tick the box acknowledging you have read the Terms of Use and Privacy Policy.(2) Click on the “Register” (3) icon to enter UNPP. You will automatically be redirected to your profile inside the UN Partner Portal. Click on Complete profile (3) to continue with the process.</td>
<td>To log back into the portal, please go to the following URL and enter your e-mail that was used for registration and the associated password you created: <a href="https://www.unpartnerportal.org/login">https://www.unpartnerportal.org/login</a></td>
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### Steps

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Click on “Continue” to move to the next section

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**2.1 Registration Organization**

1. **Select type of organization**

The UN Partner Portal is solely intended for use by national NGOs, international NGOs, community based organizations, academic institutes, and Red Cross/Red Crescent societies. The UN Partner Portal is NOT intended for use by private sector companies, government ministries, or individuals. Learn more.

Type of organization

Select type of organization

*Click on the arrow to open the dropdown menu to show the different options*
2.2 Registration Organization

1. Select type of organization

The UN Partner Portal is solely intended for use by national NGOs, international NGOs, community based organizations, academic institutes, and Red Cross/Red Crescent societies. The UN Partner Portal is NOT intended for use by private sector companies, government ministries, or individuals. [Learn more.]

Type of organization

- Academic Institution
- Community Based Organization (CBO)
- International NGO (INGO)
- National NGO
- Red Cross/Red Crescent Movement

2.3 Registration Organization

1. Select type of organization

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Type of organization

- International NGO (INGO)

3. Indicate if you are

- Headquarters
- Country Office

[CONTINUE]
If you would like to register as a country office, the following pop-up message will appear.
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#### Registration Organization

1. **Select type of organization**

2. **Enter basic identification information**
   - **Organization's Legal Name**
     - Provide organization's legal name
   - **Alias (optional)**
     - Provide alias
   - **Acronym (If applicable)**
     - Provide acronym
   - **Has the Organization had a legal name change?**
     - Yes
     - No
   - **Country of Origin**
     - Provide country of origin
   - **Head of Organization’s Full Name**
     - Provide Full Name
   - **E-mail of Head of Organization**
     - Provide Email

3. **CONTINUE**

4. **CANCEL**
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### STEP 4

**Legal Status**

**Year of establishment in country of origin**

1983

Is organization registered to operate in the country of origin?

- [ ] Yes  
- [ ] No

**Comment**

Provide comment

**Required**

Does the Organization have a Governing Document?

- [ ] Yes  
- [ ] No

**Comment**

Provide comment

**Required**

Does the organization have a letter of reference from a donor agency, government authority or community association?

- [ ] Yes  
- [ ] No

[CONTINUE] [CANCEL]
Legal Status

Year of establishment in country of origin

1983

Is organization registered to operate in the country of origin?

- Yes
- No

Please upload Registration Document

UPLOAD FILE

Required

Name of registering authority

Please provide

Registration Date

Registration number (if applicable)

Expiration Date

Please provide

Does the Organization have a Governing Document?

- Yes
- No

Please upload Governing Document

UPLOAD FILE

Does the organization have a letter of reference from a donor agency, government authority or community association?

- Yes
- No

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**Partner Declaration**

By answering yes, the organization confirms the following:

- That it is a non-profit civil society organization.
- That it is committed to the core values of the UN and the Universal Declaration of Human Rights.
- That it abides by the Principles of Partnership as endorsed by the Global Humanitarian Platform (GHP) in July 2007. The Principles of Partnership are:
  a) Equality
  b) Transparency
  c) Result-orientated approach
  d) Responsibility
  e) Complementarity
- That it will not discriminate against any person or group on the basis of race, colour, sex, language, religion, political or other opinion, national or social origin, property, disability, birth, age or other status.
- That it shall ensure that all its employees, personnel and subcontractors comply with the standards of conduct listed in Section 3 of the UN Secretary-General’s Bulletin on “Special Measures for Protection from Sexual Exploitation and Abuse”.
- That it has not been charged with or been complicit in fraud, or financial and non-financial corrupt activities, including money laundering, crimes against humanity and war crimes, and is not involved, nor has been involved in the past, with such activities that are incompatible with the UN mandate and values and that would render the organization unsuitable for dealing with UN agencies.
- That neither it nor any of its members is mentioned on the Consolidated United Nations Security Council Sanctions List. Furthermore, that it has not supported and does not support, directly or indirectly, individuals and entities sanctioned by or otherwise involved in a manner prohibited by a Security Council resolution adopted under Chapter VII of the Charter of the United Nations.
- That the information provided in the Partner Declaration above is accurate to the best of its knowledge, and that any misrepresentations, falsifications, or material omissions in the Partner Declaration, whenever discovered, may result in disqualification from or termination of partnership with the UN.
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**Registration Organization**

- Select type of organization
- Enter basic identification information
- Legal Status
- Partner Declaration
- Terms of Use and Privacy Policy (1)

- I have read and agree to the *Terms of Use and Privacy Policy* on UN Partner Portal

- [REGISTER] CANCEL
Your organization has now been successfully registered on the UN Partner Portal. You can now explore all the features of the Portal. Please note your organization must complete its profile before it can submit applications for funding consideration.

VIEW CALLS FOR EXPRESSIONS OF INTEREST  COMPLETE PROFILE