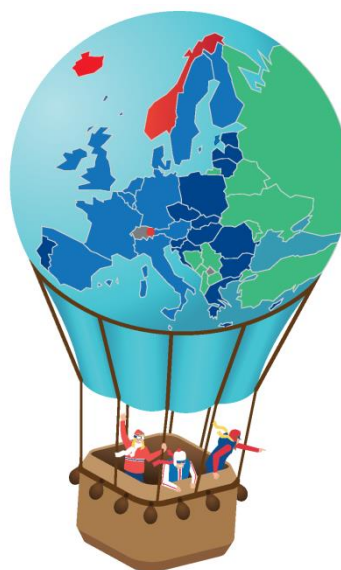


EEA and Norway Grants Fund for Regional Cooperation

How to register in EGREG



Fund operated by



Step 1: Sign up

Start by filling in all the fields in the Sign up box, select your user name and password and then press the button *Sign me up!* at the bottom.

Sign up now

Fill in the form below to get instant access:

(All fields are required)

Full legal name of the organisation (in English)

Country of registration

Legal Representative

Title First name Last name

Email Address

Username

Password (at least 8 characters) Confirm Password

Please enter the code you see below

8hcbp Code

Sign me up!

Figure (1): Sign up box

Notes:

1. An organisation can sign up only once. If the name of the organisation already exists, the system will alert you as below:

An account for this organisation already exists. If you forgot your password, please click the *Forgot password* in the login box (left). If you believe the account has been requested by a non-authorized person, please let us know through the helpdesk email (*Contact us*).

Figure (2): Alert in case the name of the organisation is already used

2. If the email address already exists, then the system alerts you as below:

Email Address

fadi.hajjar.it@gmail.com

fadi.hajjar.it@gmail.com is already taken. If you forgot your password, please click the 'Forgot password' in the login box (left). If you believe somebody has used your email address to register, please let us know through the helpdesk email (*Contact us*).

Figure (3): Alert in case the email address is already used

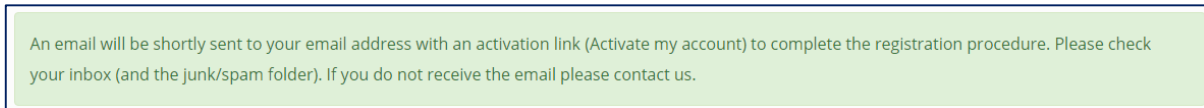
3. If the user name is used, then the system alerts you as below:



A screenshot of a web form showing a 'Username' field with the text 'fhajjar' entered. Below the field, a red error message reads 'fhajjar is already taken.'

Figure (4): Alert in case the user name is already used

When all conditions are met the system indicates a successful registration by the below on-screen notification:

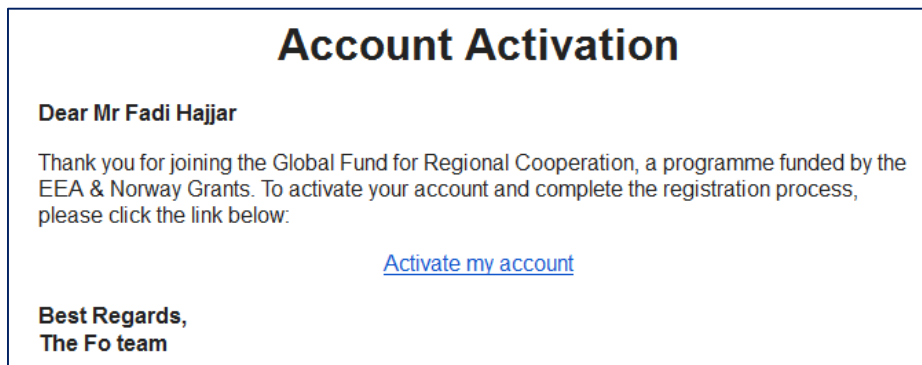


A green notification box containing the text: 'An email will be shortly sent to your email address with an activation link (Activate my account) to complete the registration procedure. Please check your inbox (and the junk/spam folder). If you do not receive the email please contact us.'

Figure (5): Notification of successful sign up operation

Step 2: Activate your account

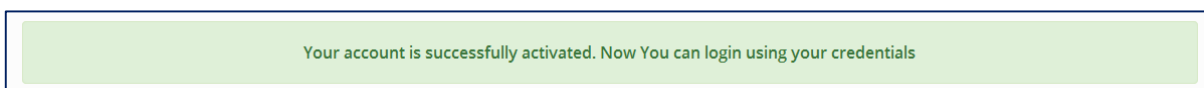
To ensure nobody can use your email address to sign up, an automatic email will be shortly sent to your email address as below:



An email template for account activation. The title is 'Account Activation'. The recipient is 'Dear Mr Fadi Hajjar'. The body text says: 'Thank you for joining the Global Fund for Regional Cooperation, a programme funded by the EEA & Norway Grants. To activate your account and complete the registration process, please click the link below:'. There is a blue link 'Activate my account'. The closing is 'Best Regards, The Fo team'.

Figure (6): The activation email

Click the link *Activate my account*, and you will be redirected to the EGREG home page with the following notification:



A green notification box containing the text: 'Your account is successfully activated. Now You can login using your credentials'

Figure (7): Notification of successful activation

Note: If you do not receive the activation email, please check your spam folder as some email service providers may classify an email coming from a new address as a spam.

Step 3: Submit your registration form

After having activated your account, you can log into EGREG using the user name and password you have already selected in step 1 (Sign up), and then you can start filling-in the requested information as shown in figures (8) and (9) below.

Information entered in the sign up step is already shown (you cannot change the Organisation name and the country).

To allow the Fund Operator expert accepting your registration request, you are advised to fill in all the fields.

Figure (8): The registration form - Contact information

Figure (9): The registration form - Organisation information

You can save any changes by clicking the button *Save*; however, your registration request will not be validated until you press the button *Submit*, and then the system will request your confirmation as below:

Figure (10): Submission confirmation

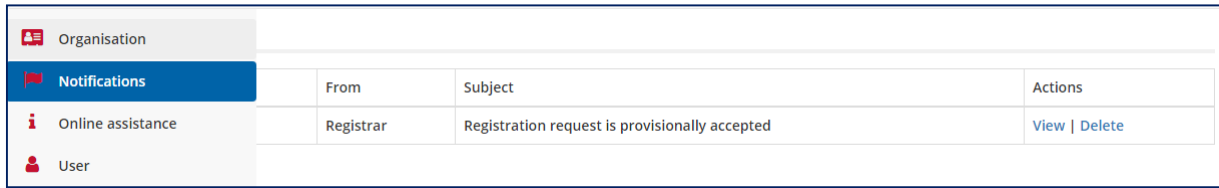
Once your request is checked by the Fund Operator expert, you will be informed by email, and through the section Notifications accessible from your account.

MY NOTIFICATIONS				
No	Date	From	Subject	Actions
1	07/02/2018	Registrar	Registration request is provisionally accepted	View Delete

Figure (11): Notifications from the Fund Operator registrar

EEA and Norway Grants Fund for Regional Cooperation

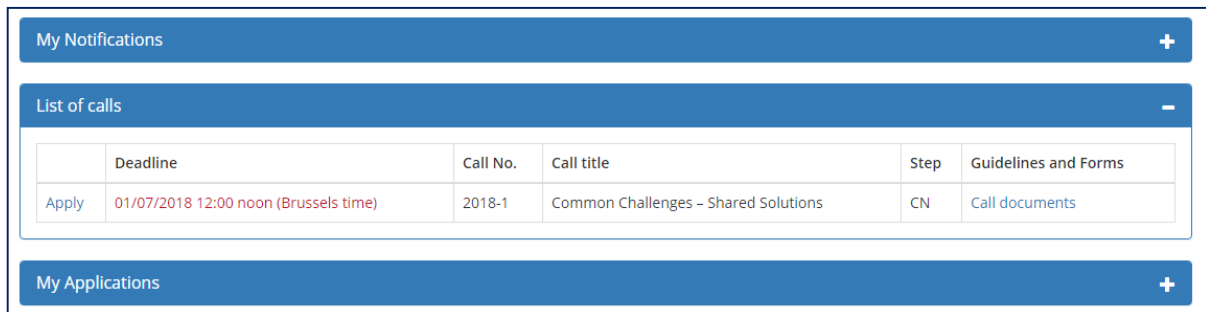
If your request is provisionally accepted (as in the example above), then complete your registration form (as indicated in the email you received) by selecting the menu item *Organisation* from the left side menu and re-submit your registration form.



Organisation			
Notifications	From	Subject	Actions
Online assistance	Registrar	Registration request is provisionally accepted	View Delete
User			

Figure (12): Complete or update the organisation information

If your request is accepted, you can start filling in the concept note by expanding the section *List of calls* in your account and clicking the link *Apply*.



My Notifications					+
List of calls					-
	Deadline	Call No.	Call title	Step	Guidelines and Forms
Apply	01/07/2018 12:00 noon (Brussels time)	2018-1	Common Challenges - Shared Solutions	CN	Call documents
My Applications					+

Figure (13): Apply - Start filling in the concept note

For any problem in registration or in logging into your account, please contact the Help desk by clicking the link [Contact Us](#) in the home page (or by writing to helpdesk@egregsystem.info)