Registration

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

Steps	Description	Action	Notes
1	URL	Enter the URL below in your address bar https://www.unpartnerportal.org/registration	
2	Type of organization	Select the type that corresponds with your organization: • Academic, • Community based Organization (CBO), • International Non-Governmental Organization (INGO), • National Non-Governmental Organization (NGO), • Red-Cross/Red-Crescent Movement.	Please note INGO country offices cannot register offices directly. INGO HQ offices must first register and create subsidiary country office accounts.
3	Enter basic identification information	Enter the legal name and other identifying information about your organization as requested Click on "Continue" to move to the next section.	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.
4	Provide details on Legal Status	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.	Each organization needs to upload at least one of the document requested. You will not be able to continue the registration process otherwise.
5	Fill Partner Declaration	Complete the partner declaration form by answering YES or NO to the responses requested Click "Continue" to proceed to the next section	An organization whose declaration does not align with the core values statements cannot continue to register on the portal.
6	Terms of use and privacy Policy	Click on the Hyper link *Terms of Use and Privacy Policy* 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.	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: https://www.unpartnerportal.org/login

Steps	Description	Action	Notes
1	URL	Enter the URL below in your address bar: https://www.unpartnerportal.org/registration	

🔒 https://www.unpartnerportal.org/registration   🔍 ☆ ◯ |

Steps	Description	Action	Notes
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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 ℹ️

Select type of organization   ❶ ▾

Click on the arrow to open the dropdown menu to show the different options

2.2

Registration Organization

1 Select type of organization

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Click on one of the options provided.

If you are an Academic institution, a CBO or an NGO, click on the Continue button (step 2.4) as a next step

If you are an INGO or part of the Red Cross/Red Crescent Movement, see next step 2.3

2

Type of organization ⓘ

Academic Institution

Community Based Organization (CBO)

2   International NGO (INGO)

National NGO

3   Red Cross/Red Crescent Movement

2.3

Registration Organization

1 Select type of organization

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If your organization is an International NGO, or part of the Red Cross/Red Crescent Movement, please indicate if you work for a country office or for Headquarters.

Type of organization ⓘ

International NGO (INGO)   ▼

3

Indicate if you are

○ Headquarters   ○ Country Office

CONTINUE

Registration Organization

Select type of organization

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Type of organization

Internatio...

Indicate if y...

○ Hea...

CONTIN...

If you would like to register as a country office, the following pop-up message will appear.

Notice

Access to the UN Partner Portal for country (local) offices of international NGOs is granted by the offices' headquarters, who must first register an account for the organization. Please liaise with your organization's headquarters for access.

OK

Enter basi...

2.4

Registration Organization

Select type of organization

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Type of organization ⓘ

National NGO

CONTINUE ④

Enter basic identification information

Steps	Description	Action	Notes
3	Enter basic identification information	Enter the legal name and other identifying information about your organization as requested (1) Click on "Continue" (2) to move to the next section	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.

STEP 3

Registration Organization

✓ Select type of organization

② Enter basic identification information

❶ 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

❷ **CONTINUE**   CANCEL

Steps	Description	Action	Notes
4	Provide details on Legal Status	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.	Each organization needs to upload at least one of the document requested. You will not be able to continue the registration process otherwise.

STEP 4

3 Legal Status

Year of establishment in country of origin

❶ 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

3 Legal Status

Year of establishment in country of origin

1983

2

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

Required

Registration Date

Please provide

Required

Registration number (If applicable)

Please provide

Expiration Date

Please provide

3

Does the Organization have a Governing Document?

⦿ Yes ◯ No

Please upload Governing Document ⓘ

⬆ UPLOAD FILE

4

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

◯ Yes ⦿ No

5

CONTINUE CANCEL

Steps	Description	Action	Notes
5	Fill Partner Declaration	Complete the partner declaration form by answering YES or NO (1) to the responses requested Click "Continue" (2) to proceed to the next section	An organization whose declaration does not align with the core values statements cannot continue to register on the portal.

STEP 5

④ Partner Declaration

By answering yes, the organization confirms the following:

That it is a non-profit civil society organization.	⦿ Yes ○ No
That it is committed to the core values of the UN and the Universal Declaration of Human Rights.	⦿ Yes ○ No
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	⦿ Yes ○ No
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.	⦿ Yes ○ No
That it shall ensure that all its employees, personnel and sub-contractors 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".	⦿ Yes ○ No
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.	⦿ Yes ○ No
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.	⦿ Yes ○ No
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.	⦿ Yes ○ No

❶

❷ **CONTINUE**   CANCEL

Steps	Description	Action	Notes
6	Terms of use and privacy Policy	Click on the Hyper link *Terms of Use and Privacy Policy* 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.	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: https://www.unpartnerportal.org/login

UNPP

Dashboard

CFEIs

Your Applications

Profile

Logged in as:

jopian Community Association

io:

④

Welcome! ✕

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**   **⑤**

in last 10 days

Agency

Expressio
ns of
Interest

VIEW ALL

with
approaching
application
deadline

Logistics

Camp Coordination & Camp Managem

Food Security

Cross Sectoral Areas

? Help