

Registration Instructions

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Introduction

About the Portal

The Public-Private Partnership Web Portal of the Republic of Kazakhstan provides a single point of access to electronic services in the field of public-private partnerships. The System enables users to participate in competitions for the selection of a private partner for Public-Private Partnership (PPP) projects.

The Public-Private Partnership Web Portal provides the following functionality:

- registration of participants in the public-private partnership process;
- conducting electronic competitions, including the exchange of electronic documents between the Organizer and the Potential Private Partner;
- providing information on planned, ongoing, and completed competitions through the Public-Private Partnership Web Portal;
- generation of statistics and reports on completed competitions;
- publication of clarifications and regulatory reference information related to competitions;
- submission and publication of information included in the competition registers.

Definitions Used in the System

- **NCA RK (National Certification Authority of the Republic of Kazakhstan)** – the national certification authority responsible for providing secure authentication credentials and digital signature certificates to legal entities and individuals in the Republic of Kazakhstan.
- **Electronic Digital Signature (EDS)** – a set of electronic digital symbols created using electronic digital signature tools, which confirms the authenticity of an electronic document, its ownership, and the integrity of its contents.
- **Private Key of an Electronic Digital Signature** – a sequence of electronic digital symbols known only to the holder of the registration certificate and used to create an electronic digital signature by means of electronic digital signature tools.
- **Public Key of an Electronic Digital Signature** – a sequence of electronic digital symbols available to any person and intended to verify the authenticity of an electronic digital signature in an electronic document.
- **Registration Certificate** – a paper-based or electronic document issued by a certification authority to confirm that an electronic digital signature complies with the requirements established by the applicable legislation. In this document, the term is used interchangeably with **Public Key Certificate**.
- **Registration Certificate Holder** – an individual or legal entity to whom the registration certificate has been issued and who lawfully possesses the private key corresponding to the public key specified in the registration certificate.
- **IIN (Individual Identification Number)** – a unique 12-digit identification number assigned to an individual and indicated on the national identity card. (See the Law of the Republic of Kazakhstan No. 223 dated January 12, 2007, "On National Registers of Identification Numbers".)

* The IIN is indicated on the national identity card.



- BIN (Business Identification Number) – in accordance with the Law of the Republic of Kazakhstan "On National Registers of Identification Numbers" dated January 12, 2007, the

Business Identification Number (BIN) is a unique number assigned to a legal entity (including its branch or representative office) or an individual entrepreneur conducting business as a joint entrepreneurship.

- PPP Portal Participant – an account of an individual or legal entity participating in Public-Private Partnership (PPP) procedures through the PPP Web Portal.
- PPP Portal User – an account of a representative of a PPP Portal Participant, automatically created when an individual registers on the PPP Web Portal.

Submission of information by Organizers is carried out electronically through the Public-Private Partnership Web Portal without the use of paper-based procedures. To use the Portal, users must register on the Web Portal using authentication credentials and an Electronic Digital Signature (EDS).

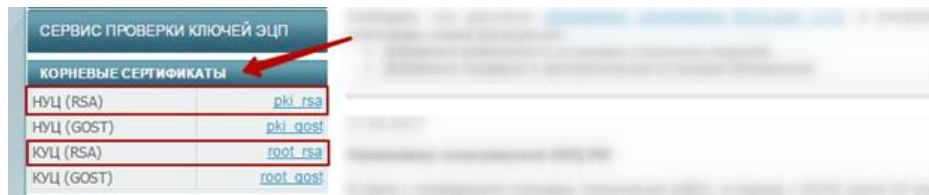
Authentication credentials (required for registration and access to the Public-Private Partnership Web Portal) and Electronic Digital Signature (EDS) certificates are issued by the Registration Centers of the National Certification Authority of the Republic of Kazakhstan (NCA RK), located at Public Service Centers in Astana, Almaty, and all regional and district centers of the Republic of Kazakhstan.

A detailed list of the required documents, the list of Registration Centers, and instructions for installing the Electronic Digital Signature (EDS) on a personal computer are available on the website of the National Certification Authority of the Republic of Kazakhstan.

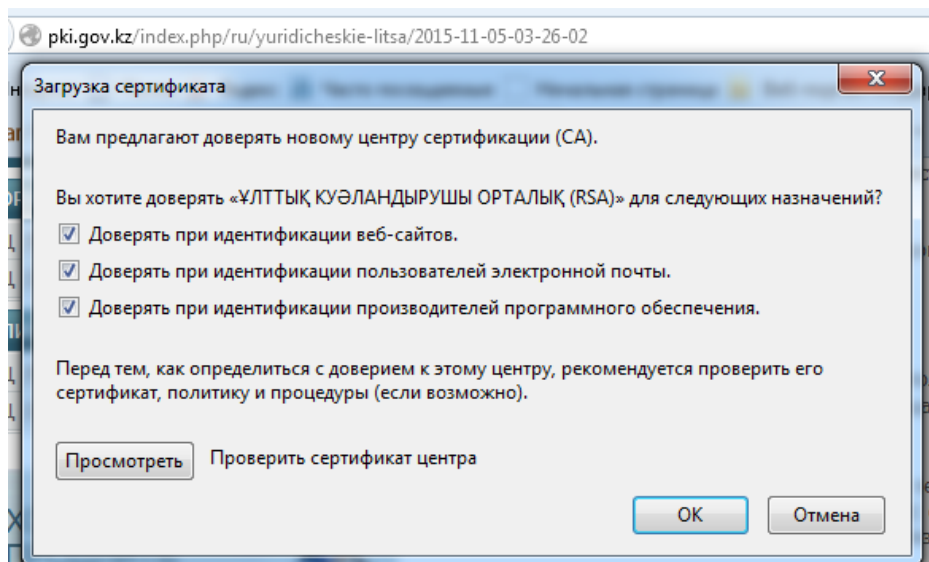
Working with NCA RK Registration Certificates (Keys and Electronic Digital Signatures)

Attention! Before proceeding, obtain an Electronic Digital Signature (EDS) by following the instructions available at <http://pki.gov.kz/index.php/en/poluchenie-klyuchey-etsp>. The same page also contains instructions for installing and configuring the EDS.

If the NCALayer software is not installed on your computer (see the figure below), install the required root certificates using the pki_rsa and root_rsa links.



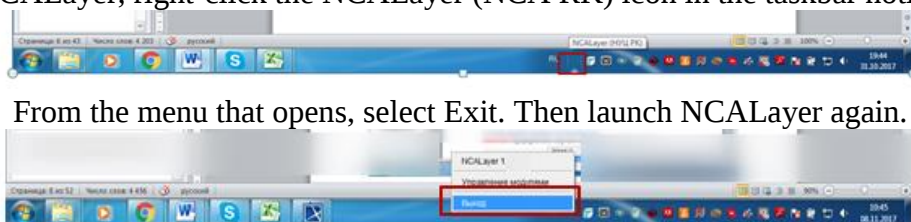
In the dialog box that opens, select the checkboxes and click OK for each certificate.



After installing the root certificates, install NCALayer. Before installing NCALayer, please refer to the NCALayer Installation Guide available at <http://pki.gov.kz/index.php/en/>.

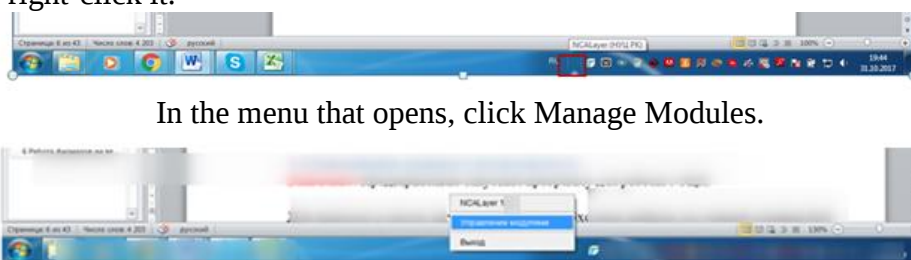
Installing the «Public-Private Partnership» Module for Using an Electronic Digital Signature (EDS)

To update NCALayer, right-click the NCALayer (NCA RK) icon in the taskbar notification area.



From the menu that opens, select Exit. Then launch NCALayer again.

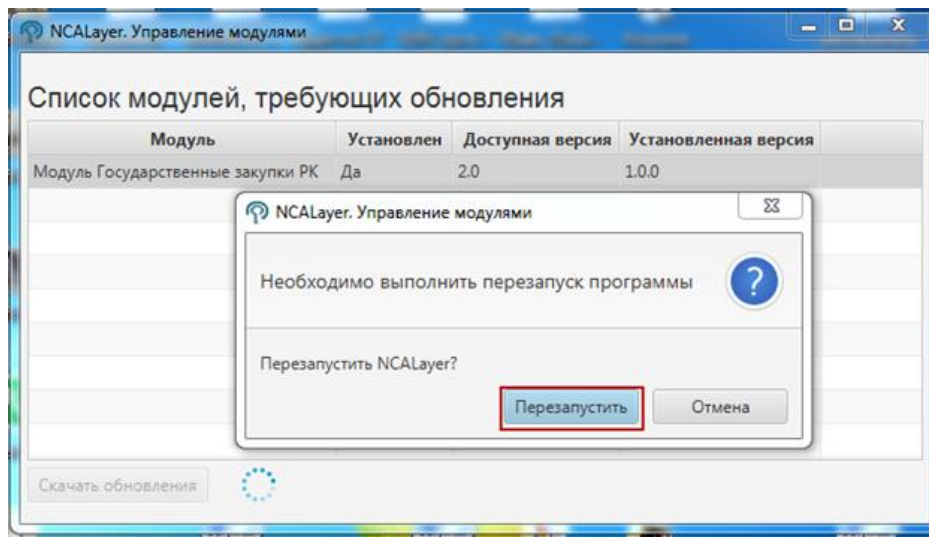
After launching NCALayer, locate the NCALayer (NCA RK) icon in the system tray on the taskbar, then right-click it.



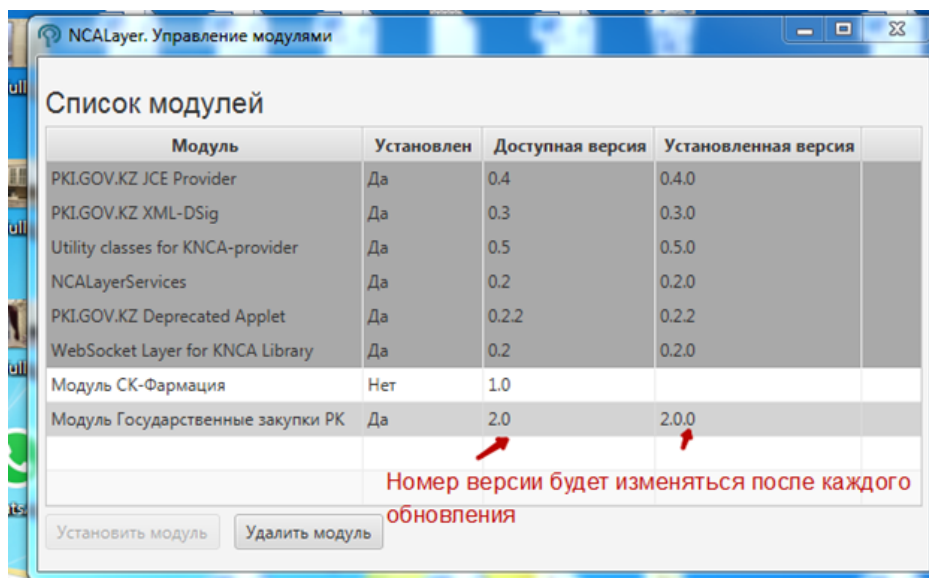
In the menu that opens, click Manage Modules.

In the NCALayer – Manage Modules window, click Download Updates.

After the updates are downloaded, the System displays a dialog box. Click Restart.



After restarting NCALayer, the module will be installed. To verify that the State Procurement RK module has been installed, open the Manage Modules menu (see the instructions above for navigating to this section). In the window that opens, make sure the value in the Installed column has changed from No to Yes.



Attention! If you are unable to update NCALayer using the instructions provided in the "Updating NCALayer" section above, download the latest version of NCALayer from <http://pki.gov.kz/index.php/en/> and install it on your computer.

After installing NCALayer from <http://pki.gov.kz/index.php/en/>, install the State Procurement RK module. To do this, follow the instructions provided in the "Installing the State Procurement RK Module" section below.

Installing the «State Procurement RK» Module

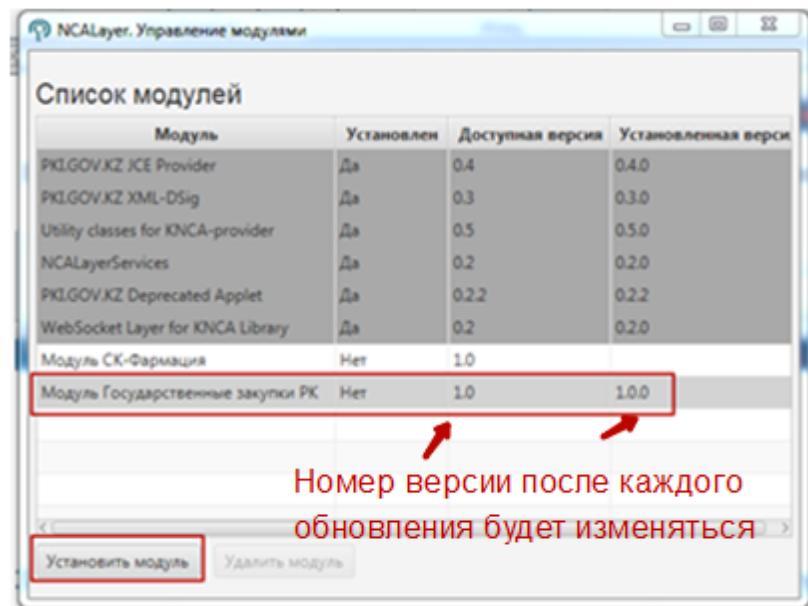
After launching NCALayer, locate the NCALayer (NCA RK) icon in the system tray on the taskbar and right-click it.



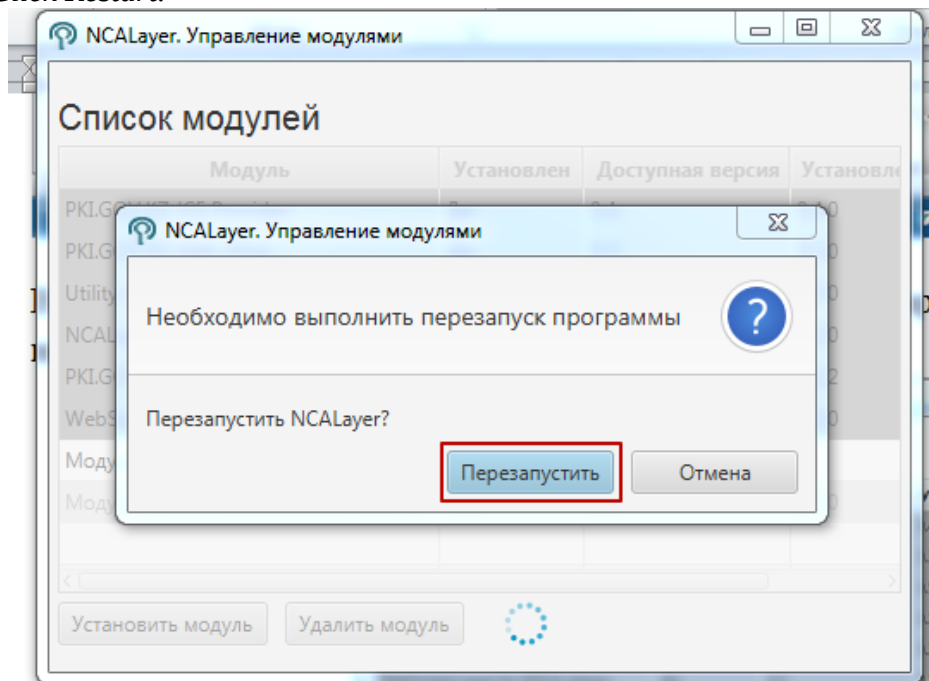
In the menu that opens, click Manage Modules.



In the window that opens, select the State Procurement RK Module and click Install Module.



After clicking Install Module, a confirmation dialog prompting you to restart NCALayer is displayed. Click Restart.



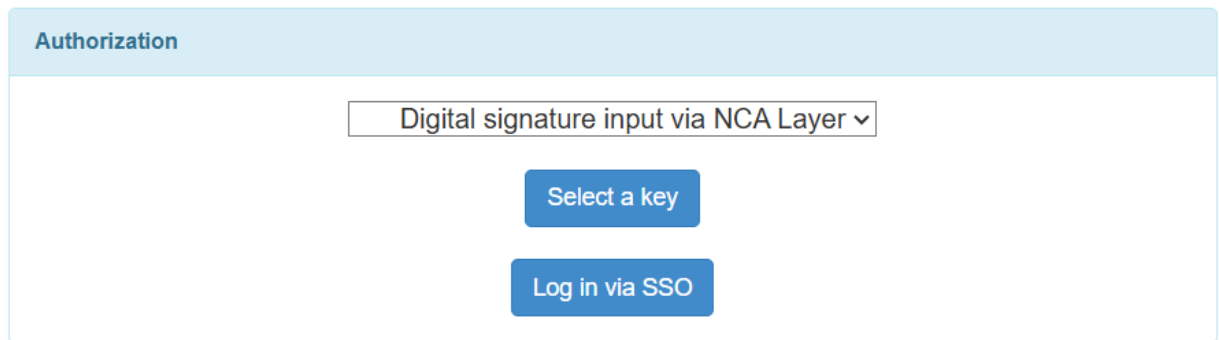
After restarting NCALayer, the module will be installed. To verify that the State Procurement RK Module has been installed, open the Manage Modules menu (see the instructions above for accessing this section). In the window that opens, make sure the value in the Installed column has changed from No to Yes.

User Registration on the Public-Private Partnership Web Portal

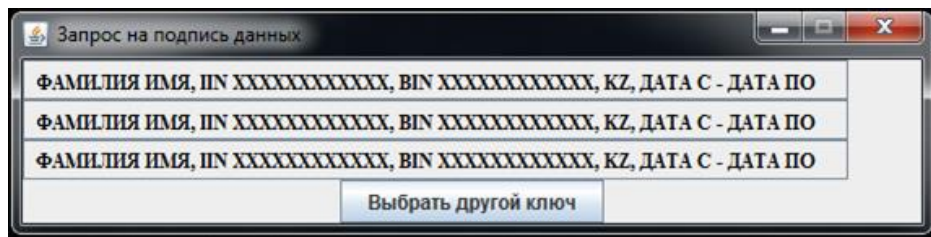
Entering User Information

Attention! Before proceeding, make sure the Electronic Digital Signature (EDS) software is running.

To register on the Public-Private Partnership Web Portal, click the Sign In button on the Portal's home page. The Web Portal will prompt you to select a digital signature key.

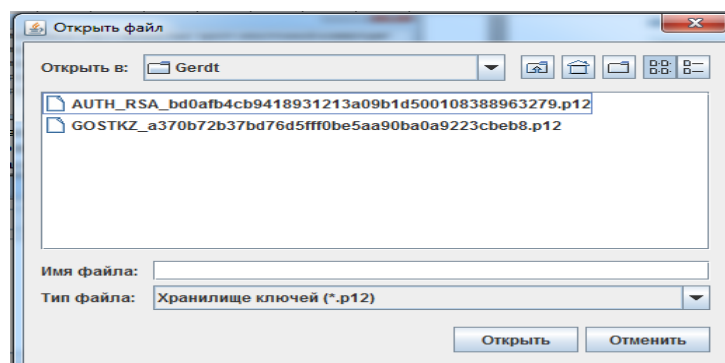


After clicking Select Key, a window displaying the five most recently used keys (certificates) is displayed.



If prompted, confirm the action in the dialog box that appears.

In the certificate selection window, select your Electronic Digital Signature (EDS) certificate to continue.



Select your Electronic Digital Signature (EDS) certificate, click Open, and then enter the certificate password.

After entering the password, click OK. The certificate will then be read.

The Web Portal automatically performs a series of validation checks on the user's authentication certificate.

If the certificate is successfully authenticated, the System checks whether a user account associated with the IIN specified in the certificate already exists.

If no user account is found, the System automatically retrieves the user's registration information based on the IIN contained in the certificate.

User registration

User Information

User's IIN

Surname

Name

Middle name

Date of birth

Email address (for notifications)

Telephone

Resident of the Republic of Kazakhstan ☒

User agreement

AGREEMENT

on the usage of the public procurement web portal by the User

1. General Provisions

1.1. The public procurement portal "_____" (hereinafter referred to as the Portal) is a state information system, providing a single point of access to electronic services of electronic public procurement.

By clicking on the "Confirm data" button, the user agrees to the user agreement on the Web Procurement Portal.

Password

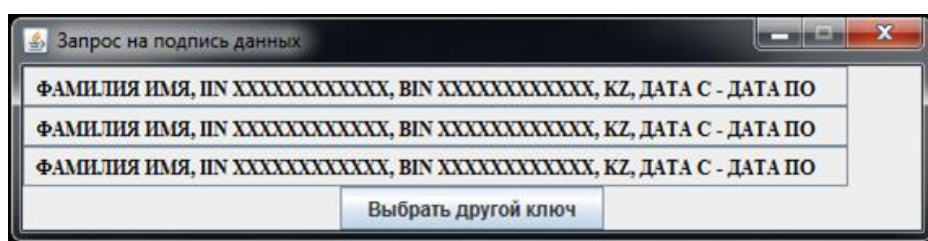
Password Confirmation

The following fields are automatically populated in the user registration form:

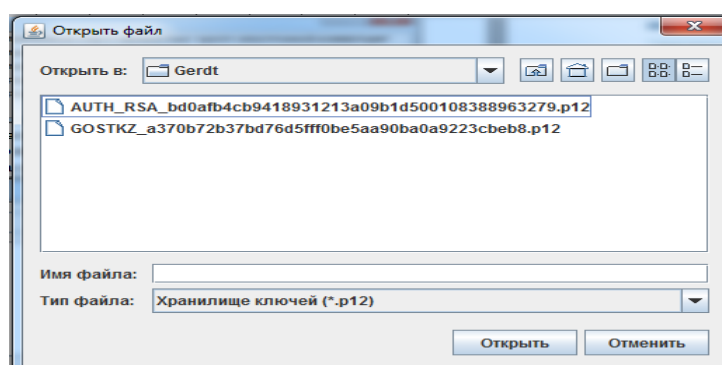
- ***Login (User IIN)*** – populated from the user's IIN contained in the certificate.

- **Last Name** – populated from the user's last name contained in the certificate.
- **First Name** – populated from the user's first name contained in the certificate.
- **Middle Name** – populated from the user's middle name contained in the certificate.
- **Date of Birth** – populated from the user's certificate.
- **Email Address** – automatically populated from the user's authentication certificate and can be edited.
- **Phone Number** – entered manually by the user.
- **User Agreement** – the agreement text to be signed.
- **Sign Agreement** – button used to sign the agreement.
- **Password** – the password must be between **8 and 20 characters** long and must contain **uppercase letters, lowercase letters, and numbers**.
- **Confirm Password** – re-enter the password to confirm it and prevent typing errors.

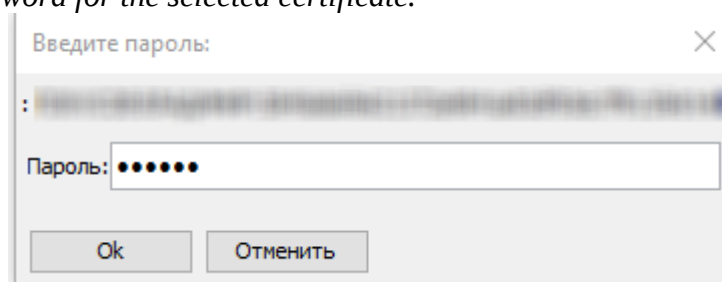
ATTENTION! To sign the User Agreement (and any subsequent documents), select a valid Electronic Digital Signature (EDS) certificate issued by the National Certification Authority of the Republic of Kazakhstan (NCA RK). This certificate will be used to sign the agreement and all subsequent documents.



After clicking the Sign button, the certificate selection window is displayed. Select your Electronic Digital Signature (EDS) certificate and click Open.



Select the required Electronic Digital Signature (EDS) certificate by clicking it, then click Open. Next, enter the password for the selected certificate.



After entering the password, click OK. The System will then read the certificate.

The Web Portal then automatically signs the User Agreement and performs a series of validation checks on the user's authentication certificate.

After all required information has been entered, click the Sign Agreement button. The Web Portal validates the entered information and, if the validation is successful, displays the certificate selection window for signing the User Agreement.

After the User Agreement has been signed, the Web Portal prompts you to verify your email address by entering the verification code sent to your email. Once your email address has been successfully verified, the Register button becomes available.

Click the Register button to complete your registration as a new user. If any validation errors are found, the Web Portal displays the corresponding error message(s), which must be corrected before registration can be completed.

After signing in to the Public-Private Partnership Web Portal, your user account is displayed.

Profile Editing

User profile information can be edited by navigating to Account → Personal data → Registration data.

User's registration data

Edit data

Update data from the EDS

Change password

IIN:

Surname:

Name:

Middle name:

Date of birth:

Registration date:

Email address (for notifications):

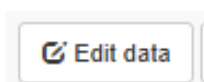
Email address confirmed

Telephone:

Resident of the Republic of Kazakhstan:

☒

Clicking this button



opens the user profile editing page.

Username	
Surname	
Name	
Middle name	
Date of birth	
Email address	
Telephone	
Resident of the Republic of Kazakhstan	☒
← To return ↻ Save	

To save the changes made to the form, click the Save button.

When the data is saved, the Web Portal validates that the Email Address field has been completed. If the validation is successful, the Web Portal displays the user's profile information page.

To verify that notifications can be sent to the specified email address, click the Verify Email Address button. The Web Portal will send an email containing an automatically generated verification link to the saved email address. Clicking the link confirms the email address and changes its status to Verified.

User passwords can be changed by navigating to Account → Personal Data → Registration Data → Change Password.

Current password	
New password	
New Password Confirmation	
← To return Save	

Current Password – enter your current password.

New Password – enter a new password. The password must be between 8 and 20 characters long and must contain uppercase letters, lowercase letters, and numbers.

Confirm Password – re-enter the new password to confirm it and prevent typing errors.

Personal Data → Passport data

To edit your passport information, go to Account → Personal Data → Passport data.

Passport details					
Document type	Series	Number	Date of issue	Issuing authority	
					✎ Edit ✖ Delete

Clicking the Add button opens the form for adding a new user document.

Passport details

Document type

Series

Document number

Date of issue

Issuing authority

Save

[Back](#)

Clicking the Edit button opens the form for editing the selected passport record. This option is available only for records entered manually.

Passport details

Document type

Series

Document number

Date of issue

Issuing authority

Save

[Back](#)

Clicking the Delete button prompts you to confirm the deletion of the selected passport record. This option is available only for records entered manually. If you click Yes, the selected record is deleted. If you click No, the System returns to the Passport Information page.

Delete your passport data

Do you really want to delete the entry:?

Yes

No

To edit your contact information, go to Account → Personal Data → Contact Information.

+ Add

CONTACT DETAILS

Clicking the Add button opens the form for adding contact information.

CONTACT DETAILS

Country

KAZAKHSTAN 398

KATO code

Enter a name for the search

Street

Building (house)

Apartments (apartment)

Telephone (optional)

Save

Clicking the Edit button opens the form for editing the selected contact record. This option is available only for records entered manually.

CONTACT DETAILS

Country

KAZAKHSTAN 398

KATO code

Enter a name for the search

Street

1

Building (house)

1

Apartments (apartment)

1

Telephone (optional)

+77

Save

Clicking the Delete button prompts you to confirm the deletion of the selected contact record. This option is available only for records entered manually. If you click Yes, the selected record is deleted. If you click No, the System returns to the Contact Information page.

DELETE
CONTACT
INFORMATION

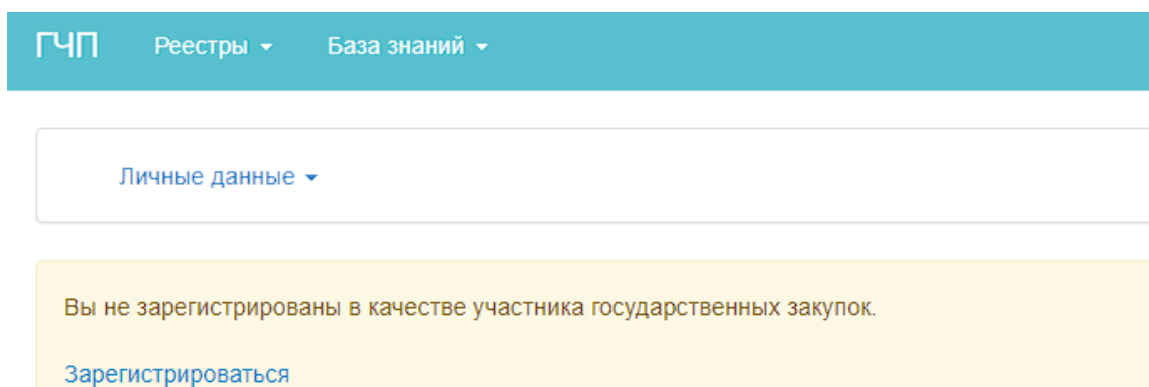
Do you really want to delete
the entry?

YesNo

Participant Registration (Individual, Sole Proprietor, Peasant Farm, or Legal Entity) on the Public-Private Partnership Web Portal

Entering Participant Information

To enter organization information, sign in to the Public-Private Partnership Web Portal and click the Register link.



The screenshot shows the top navigation bar of the portal with the logo 'ГЧП' and two dropdown menus: 'Реестры' and 'База знаний'. Below the navigation bar is a white box containing the text 'Личные данные' with a dropdown arrow. At the bottom of the page, there is a yellow box with the message 'Вы не зарегистрированы в качестве участника государственных закупок.' and a blue link 'Зарегистрироваться'.

Participant Registration Using a User Certificate Containing the Organization's BIN

During participant registration, the System automatically sends a request to the State Procurement System of the Republic of Kazakhstan (SPS RK) using the organization's BIN to verify that the organization is registered in the SPS RK. If the verification is successful, the participant's information is populated automatically.

Participant Registration Form

Participant Registration

Identification Details

BIN	
IIN	960203350851
Full Name in Kazakh	
Full Name in Russian	
Full Name in English	
Date of State Registration	
State Registration Certificate Number	
State Registration Authority	
Country	KAZAKHSTAN
Email Address (for Notifications)	johnson.manning@ppl.com

Attributes

Name of PPP Entity (Classifier of Organizational and Legal Forms)	
KPP	
☒ Resident of the Republic of Kazakhstan	
☐ Business Entity	
☐ Potential Private Partner	
☐ Organizer	
☐ Public Partner	

Contact Information

Email	
Organization Website (optional)	
Phone, Fax	

Add

Applicant

Full Name	Pokusov Vladimir Viktorovich
Position	

Head Information	
IIN	
Last Name	
First Name	
Patronymic (optional)	
Position	

Participant Agreement

AGREEMENT

on the Use of the Web Portal of Public Procurement by the Participant

1. General Provisions

1.1. The Public Procurement Web Portal (hereinafter – the Web Portal) – an information system “Electronic Public Procurement” (the EPP Program) for providing a single point of access to electronic procedures for determining a private partner within the framework of the Law of the Republic of Kazakhstan “On Public-Private Partnership”.

1.2. The owner of the Web Portal (hereinafter – the Owner) is the Joint Stock Company “Center for Electronic Finance” based on

By clicking the “I Agree” button, the user agrees to the terms of this Agreement on the use of the public procurement web portal.

The following fields are automatically populated in the participant registration form:

- **IIN/BIN** – populated from the participant's certificate.
- **Full Name in Kazakh** – populated from the **State Procurement System of the Republic of Kazakhstan (SPS RK)**.
- **Full Name in Russian** – populated from the **State Procurement System of the Republic of Kazakhstan (SPS RK)**.
- **State Registration Date** – populated from the **SPS RK**.
- **State Registration Document Number** – populated from the **SPS RK**.
- **State Registration Authority** – populated from the **SPS RK**.
- **Country** – populated from the **SPS RK**.
- **Email Address (for Notifications)** – populated from the **SPS RK**.
- **Participant Role – Public Partner** – may be assigned automatically depending on the participant's BIN/IIN.
- **Participant Role – Organizer** – may be assigned automatically depending on the participant's BIN/IIN.
- **Participant Role – Potential Private Partner** – may be assigned automatically depending on the participant's BIN/IIN.
- **Participant Agreement** – displays the participant agreement text.
- **Sign Agreement** – button used to select an Electronic Digital Signature (EDS) certificate and sign the participant agreement.

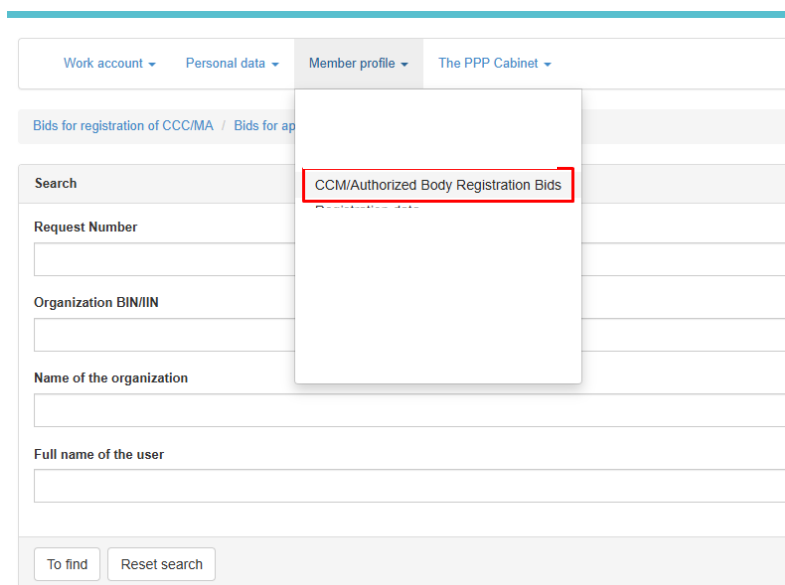
When the Sign Agreement button is clicked, the System validates that all required fields have been completed and attempts to save the entered information. If validation errors are found, the data is not saved and the corresponding error messages are displayed. If validation is successful, the data is saved. The participant must then verify the organization's email address. After the email address has been successfully verified, the System registers the participant's organization.

If you select the «**Competition Commission Member**» role during registration, the System will request the BIN of the organization whose competition commission you will participate in.

After you submit the application, the selected organization must confirm your role. Until the role is confirmed, the functionality available to competition commission members will remain inaccessible.

To confirm the role, the Organizer of the organization must go to «**Member Profile**» → «**CCM/Authorized Body Registration Bids**», open your application, and select one of the following actions:

- **Confirm** — the functionality available to competition commission members will become accessible to you.
- **Reject** — the functionality will remain inaccessible.



The screenshot shows a web interface with a top navigation bar containing four dropdown menus: 'Work account', 'Personal data', 'Member profile', and 'The PPP Cabinet'. The 'Member profile' menu is open, displaying a list of options. The option 'CCM/Authorized Body Registration Bids' is highlighted with a red rectangular border. Below this menu, there is a search section with a 'Search' label, a 'Request Number' input field, an 'Organization BIN/IIN' input field, a 'Name of the organization' input field, and a 'Full name of the user' input field. At the bottom of the search section are two buttons: 'To find' and 'Reset search'.

(The «Member Profile» → «CCM/Authorized Body Registration Bids» section on the Organizer's side for the organization whose BIN was provided during registration.)

Adding Bank Details

Manually Adding Bank Details

Clicking the Add Bank button opens the form for entering a new bank account.

Bank account

Bank name in Russian (or its branch)	
Bank name in Kazakh (or its branch)	
Bank name in English (or its branch)	
Bank address	
Bank BIC	
IBK	
Beneficiary's Code	
Account number	
SWIFT	
Account opening date	
Account closing date (optional)	
Account type	

☐ Invoice for the guarantee cash payment
☐ By default
☒ Active

Save

Clicking the Delete button deletes the selected row. This option is available only for bank accounts entered manually.

Delete bank account

Do you really want to delete the entry?

Yes No

The following fields are displayed automatically:

- **Bank Name in Russian (or Branch Name)** – the full name of the bank in Russian.
- **Bank Name in Kazakh (or Branch Name)** – the full name of the bank in Kazakh.
- **Bank Name in English (or Branch Name)** – the full name of the bank in English.
- **Bank Address** – the full address of the bank.
- **Bank Identifier Code (BIC)** – the bank's identification code.
- **IBAN** – the customer's international bank account number.
- **KBe** – the first digit is determined based on the participant's residency status, and the second digit is populated from the **CSE** code specified in the participant registration form.
- **Account Number** – the participant's bank account number (up to **34 characters**).
- **SWIFT Code** – consists of **8 to 11 characters**.
- **Account Opening Date** – the date the account was opened, in the **YYYY.MM.DD** format.
- **Account Closing Date (Optional)** – the date the account was closed, in the **YYYY.MM.DD** format.
- **Account Type** – selected from the **Bank Account Type** reference list.

After completing all the required fields, click the Save button.

Editing the Participant Profile

To edit the participant profile, go to Account → Member Profile → Registration Data.

Participant's registration data

Edit data

Organization BIN:

Organization roles:

Additional attributes:

Full name in Kazakh:

Full name in Russian:

Full name in English:

Website:

E-Mail:

address not confirmed Confirm address

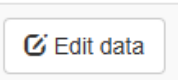
Contact Phone number (s):

Date of the registration certificate:

Country:

Date of registration in the system:

Date of last data update:



Clicking this button opens the participant information editing page.

Edit user data

Organization BIN

Organization roles:

Additional attributes:

Full name in the official language

Full name in Russian

Full name in English

Date of the registration certificate

Name of the state registration authority

Email address

Web site

Contact Phone number (s)

← To return

Save

To save the changes made to the form, click the Save button.

Participant attributes can be edited by navigating to Account → Member Profile → Member Attributes.

Organization Attributes

Attributes

☒ Resident of the Republic of Kazakhstan

Organizational and legal form (COLF)

--

Form of ownership

Republican property

Go Back

Save

Clicking the Save button saves the changes.

To edit contact information, go to Account → Member Profile → Contact Information.

+ Add

CONTACT DETAILS

Address type	KATO code	Country code	Index	Address	Telephone	Fax number	
							✎ Edit

Clicking the Add button opens the form for adding the organization's contact information.

ADD CONTACT DETAILS

Address type

Country

Index

Street

House

Flat (optional)

CATO

Organization's phone number

Organization's fax number (optional)

Company's email address

Save

Back

Clicking the Edit button opens the form for editing the selected organization contact record.

ADD CONTACT DETAILS

Address type

Country

Index

Street

House

Flat (optional)

CATO

Organization's phone number

Organization's fax number (optional)

Company's email address

Save

To edit bank accounts, go to Account → Member Profile → Bank Accounts.

Bank accounts

Name	Address	BIC	IBK	Beneficiary's Code	Account number	Account opening date	Account type	Invoice for the guarantee cash payment	By default	Active
										✎ Edit Delete

Add a bank

To edit a bank account, select the required account by its account number. On the Bank Account Information page, click Edit.

Bank account

Bank name in Russian (or its branch)

Bank name in Kazakh (or its branch)

Bank name in English (or its branch)

Bank address

Bank BIC

IRK

Beneficiary's Code

Account number

SWIFT

Account opening date

Account closing date (optional)

Account type

☐ Invoice for the guarantee cash payment
☐ By default
☒ Active

Save

After making the changes, click Save.

To edit the manager's information, go to Account → Member Profile → Manager data.

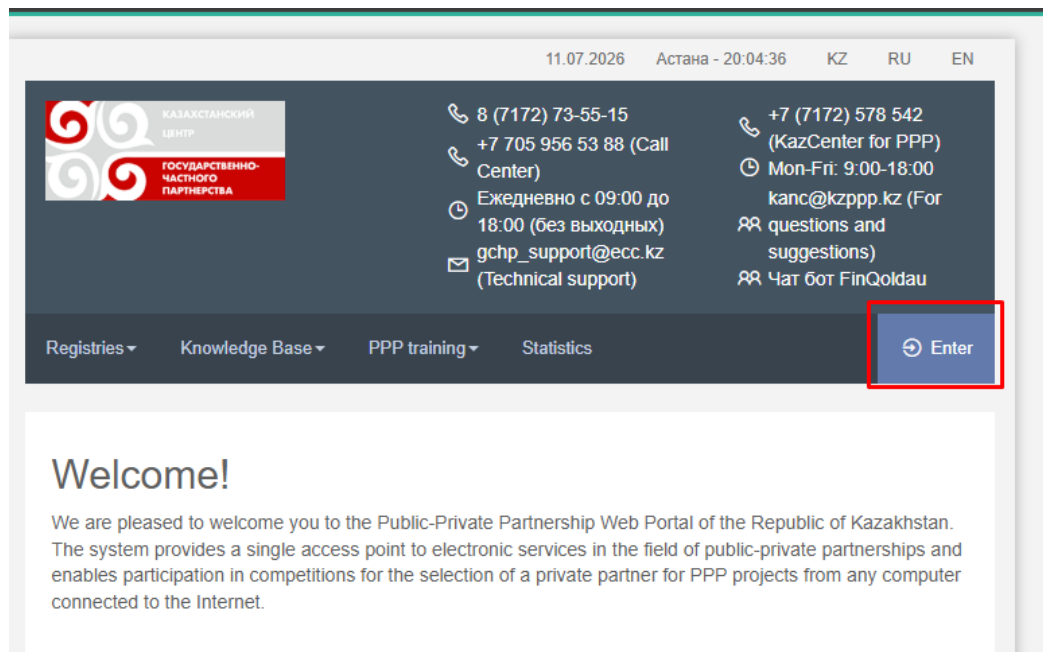
IIN	
Full name	
Post	
Select a manager	

Save

Signing In to the Public-Private Partnership Web Portal

To sign in to the Public-Private Partnership Web Portal, click the Sign In button on the home page of the Public-Private Partnership Web Portal.

The Web Portal will prompt you to select your authentication certificate.



The Web Portal automatically performs a series of validation checks on the user's authentication certificate.

If the certificate is successfully authenticated, the System checks whether a user account associated with the IIN contained in the certificate exists.

If a matching user account is found, the System redirects you to the password entry page.

To sign in, enter your account password.

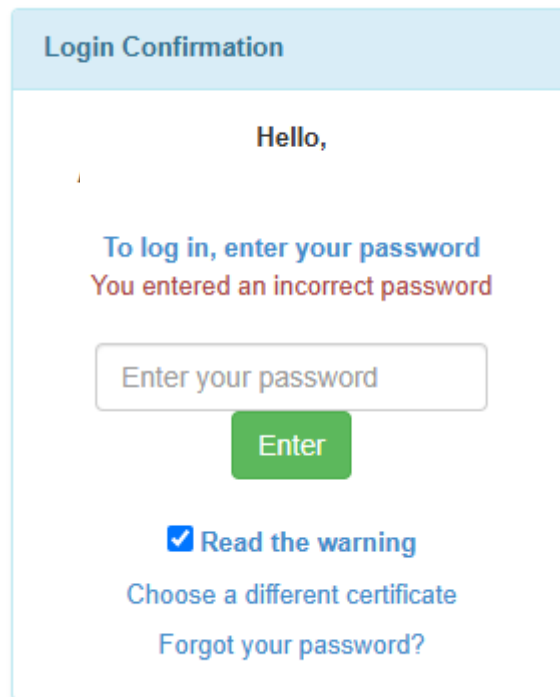
The screenshot shows a 'Login Confirmation' page. It has a light blue header with the text 'Login Confirmation'. The main content area is white. It starts with a 'Hello,' greeting. Below that is the instruction 'To log in, enter your password'. There is a text input field with the placeholder 'Enter your password' and a green 'Enter' button. At the bottom, there are three links: 'Read the warning' (with an unchecked checkbox), 'Choose a different certificate', and 'Forgot your password?'.

If the selected certificate contains the organization's BIN, the organization name is displayed. If the certificate does not contain a BIN, you will be prompted to choose whether to sign in as a Sole Proprietor or an Individual.

After entering your password, click Sign In. The Web Portal verifies that the entered password matches the password associated with your account. If the verification is successful, the Web Portal displays the main page and the user menu..

Before signing in, read and acknowledge the warning by selecting the I have read and understood the warning checkbox.

If the entered password does not match the password associated with the user account, the Web Portal displays the following message:



The screenshot shows a 'Login Confirmation' dialog box. At the top, it says 'Hello,' followed by a small orange warning icon. Below this, it states 'To log in, enter your password' in blue, and 'You entered an incorrect password' in red. There is a text input field with the placeholder 'Enter your password' and a green 'Enter' button. At the bottom, there is a checked checkbox labeled 'Read the warning', and three links: 'Choose a different certificate' and 'Forgot your password?' in blue.

If you enter an incorrect password five consecutive times, the Web Portal will lock your account for 10 minutes. To reset your password, click the Forgot Password? link.

After clicking the link, the Web Portal displays a message confirming that a password reset link has been sent to your email address.

Open the email address you previously provided and click the password reset link.

After following the link, the Web Portal displays a confirmation message. A separate email containing a temporary password and instructions for changing your password is then sent to your email address.

Use the temporary password to sign in to the Web Portal.

Note. *If the required role was not selected during registration or an additional role needs to be assigned, please contact the **Contact Center**. To assign the role, you must provide documents confirming your authorization.*