

# ONLINE REGISTRATION SYSTEM (ORS) MANUAL




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## Accessing your (organization's) account – COMMON

1. Enter your e-mail address or your (organization's) ID into the 'ID or e-mail' box.  
(Your ID or e-mail address can be used interchangeably in the future).



**Log-in**

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Type	<div>:: Please select your affiliation category :: ▼</div>
ID or e-mail	<div><div>:: Please select your affiliation category ::</div><div>Board Members / Alternate Board Members</div><div>Advisers</div><div>Observer Organization</div><div>Accredited Entities</div><div>NDA/FP</div></div>
Password	

② [Forgot your password?](#)

Log in

2. If you forgot your password, please click '[Forgot your password?](#)' at the bottom to retrieve it.
3. If it is your first time using the ORS, an automated password will be issued. Please click '[Forgot your password?](#)' underneath the password box. You will receive your password through your registered email address. (We recommend you to [change your password](#) once you log in).
4. Double check that your personal/organization information is correct and kindly [update](#) if there has been any changes.

## Changing account information – COMMON

1. When there is a change in contact person or in organization information, please access your account and scroll down.
2. Update the information and click the 'Update' button at the bottom of the window.

## Changing password – COMMON

1. When you wish to change the default password of your organization's account, please access your account and scroll down until you reach the bottom of the window.
2. Remove the characters in the entry box under 'Password:' as shown below:



The screenshot shows a form with a label '\* Password:' in red. Below it are two adjacent text input boxes, each containing ten black dots representing masked characters. Below the input boxes is a blue horizontal bar, likely a button or separator.

3. Then type in your new password into both boxes.
4. Click the 'Update' button.

## Requesting Letter of Invitation – COMMON

1. If you wish to receive a personalized Letter of Invitation (LoI), please check 'Yes' in the section that says, 'Please indicate whether you need Letter of Invitation.' (highlighted in the red box below).



The screenshot shows a registration form. A section titled '\* Please indicate whether you need Letter of Invitation.' is highlighted with a red border. It contains two radio buttons: 'Yes' (which is selected) and 'No'. Below this section is a yellow box containing the text 'I confirm that the information reflected above is true.' and a checkbox labeled 'Yes, I confirm.'.

2. If you clicked 'Yes' above, the LoI will be attached to the confirmation email, which you will receive within 72 hours of your submission. You can also download the LoI from the system (on the top of your information page as shown in the image below):

### Registration Status



The screenshot shows a 'Registration Status' section. It contains two buttons: a green button labeled 'Confirmed' and a green button labeled 'Download Letter of Invitation' with a download icon. The 'Download Letter of Invitation' button is highlighted with a red border.

## Registering for the upcoming meeting of the Board

### Board Members and Alternate Members

1. Once you have accessed your ORS account and confirmed all your information is correct, please click 'Submit' button.
2. You will receive a confirmation e-mail from the Secretariat within a maximum of 72 hours. If you do not receive an e-mail, kindly contact [registration@gcfund.org](mailto:registration@gcfund.org).

When your adviser registers as your adviser on the system, you will receive an e-mail from the system requesting for your endorsement. To endorse advisers' registrations:

1. Please click the link in the e-mail to access your ORS page and scroll down until you find the 'Adviser List' section. The section lists individuals who have registered as your adviser previously and who are registered as your adviser for the upcoming meeting.
2. Please click the checkbox in front of the individual who will attend the upcoming meeting as your adviser, and indicate whether the individual will be your funded or non-funded adviser by clicking either of the two buttons.  
(Board member and alternate member from the developing constituency can choose ONE adviser as his/her adviser.)

#### Adviser List

※Please indicate non-funded advisers and ONE funded adviser.

#	Apply Date	Type	Name	Job Title	Phone	Fax
<input type="checkbox"/>		Undecided	Mr. [Name]	[Job Title]	[Phone]	[Fax]
<input type="checkbox"/>		Undecided	Mr. [Name]	[Job Title]	[Phone]	[Fax]
<input type="checkbox"/>		Undecided	Mr. [Name]	[Job Title]	[Phone]	[Fax]

\* Password:

3. To complete registration, please click the 'Submit' button.

As for your advisers who are already enlisted in your 'Adviser List', kindly note that you can register them directly by clicking the check-boxes next to their names without their having to register and

request for your endorsement. This way, you will not need to receive endorsement emails separately and endorse them individually.

## Advisers

1. Once you have accessed your ORS account and confirmed all your information is correct, please scroll down to 'Registration Information' section.  
If you do not have an ORS account, please go to <https://gcf.registrations.kr/reg/Adviser> and create one.

I confirm that the information reflected above is true.  
☐ Yes, I confirm.

**DEADLINE FOR SUBMISSION OF REGISTRATION: Monday, 11 September 2017 18:00 hrs KST (UTC +9)**

### Registration Information

\* This registration is endorsed by the Board Member:

[Canada and Belgium] Ms. Caroline Leclerc (Canada)

Select the Board Member

- [Africa] Mr. Tosi Mpanu Mpanu (Congo, the Democratic Republic of the)
- [Africa] Mr. Omar El-Arini (Egypt)
- [Africa] Mr. Zaheer Fakir (South Africa)
- [Africa] Mr. Nagmeldin Goutbi Elhassan Mahmoud (Sudan)
- [Africa] Mr. Cheikh Ndiaye Sylla (Senegal)
- [Africa] Mr. Richard Muyungi (Tanzania, United Republic of)
- [Asia-Pacific] Mr. Weifeng Yang (China)
- [Asia-Pacific] Mr. Ayman Shasly (Saudi Arabia)
- [Asia-Pacific] Mr. Dinesh Sharma (India)
- [Asia-Pacific] Mr. Amjad Abdulla (Maldives)
- [Asia-Pacific] Mr. Nauman Bashir Bhatti (Pakistan)
- [Asia-Pacific] Mr. Azimuddin Bahari (Malaysia)
- [Developing Countries] Mr. Teimuraz Murgulia (Georgia)
- [Developing Countries] Mr. Mamadou Honadia (Burkina Faso)
- [Latin America] Ms. Diann Black-Layne (Antigua and Barbuda)
- [Latin America] Ms. Silvia Charpentier Brenes (Costa Rica)
- [Latin America] Mr. Agustin Daniel Mai (Argentina)

Cancel

2. You will see a drop-down menu which will contain all the names of Board members and alternate members. Please choose a member you will be an adviser to and click 'Submit' button.
3. Your Board member/alternate member will receive an e-mail informing them of your registration submission and requesting their endorsement to finalize registration.
4. Once your Board member/alternate member endorses your registration, the Secretariat will confirm your registration and you will receive a confirmation e-mail within 72 hours. Please remind your Board member/alternate member to endorse your registration for the Secretariat to swiftly confirm your registration. If you do not receive an e-mail, kindly contact [registration@gcfund.org](mailto:registration@gcfund.org).

## Observer Organizations + Accredited Entities + National Designated Authorities/Focal Points

1. Once you have accessed your organization's ORS account, please scroll down until you find the 'Attending Observers' section. You will see the names of individuals who have attended previous Board meetings from your organization already on the list.
2. If you wish to register an individual on the list, please click the radio box in front of the name and click 'Submit' button, which will appear on the left bottom, when the radio box is clicked.
3. If you wish to add a new individual, please click the 'add' button at the bottom right (see the highlighted orange button in the image below). When a pop-up window appears, kindly fill in the blanks and submit information.  
(An archive of entries will be retained for future Board Meetings)

### Attending Observers

#	Participation	Name	Job Title	Address	Birth Date
<input checked="" type="radio"/>	Not Registered	Mr. Duncan Marsh	Director, International Finance Policy	1000 West 10th Avenue, Arlington, VA 22204	1963-01-16
<input type="radio"/>	Not Registered	Mr. David Marsh	Policy Advisor	1215 North Fairfax Drive, Arlington, VA 22203, United States	1963-01-16

Participation: ☐ ☒ Submit

Operation:

\* Password:

4. To complete your registration, please click the 'Submit' button.
5. You will receive a confirmation e-mail from the Secretariat within 72 hours. If you do not receive an e-mail, kindly contact [registration@gcfund.org](mailto:registration@gcfund.org).