How to log-in to the trade portal?

1) If you access the page of your national trade portal (https://country.tradeportal.org, <- substitute "country" with the name of your country, e.g. https://nauru.tradeportal.org or https://kiribati.tradeportal.org), click on the lock symbol in the upper right hand corner to enter your user name and password:
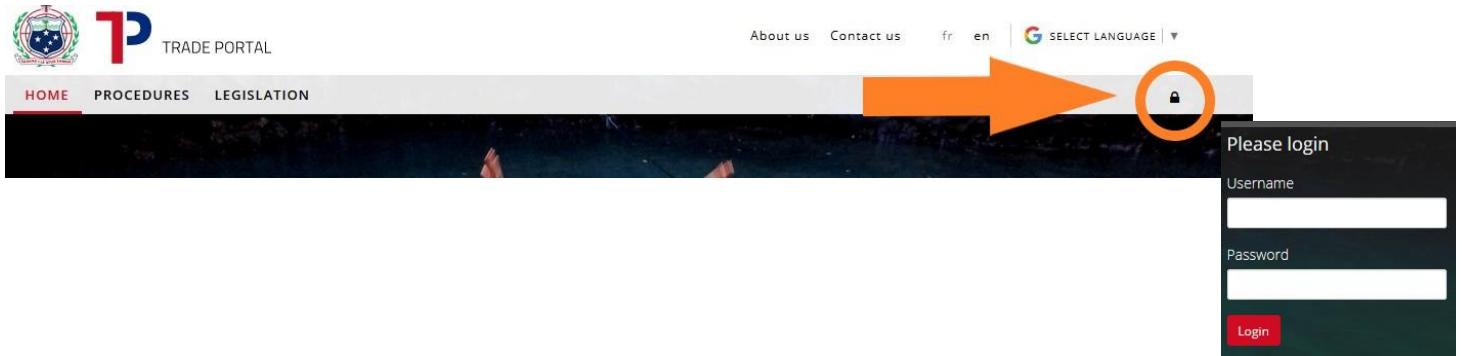
2) Once you clicked on "**Login**", you will see that different options appear on the top of the page. Click on "**Admin Site**", and the internal admin site will open up in a new tab of your web browser.
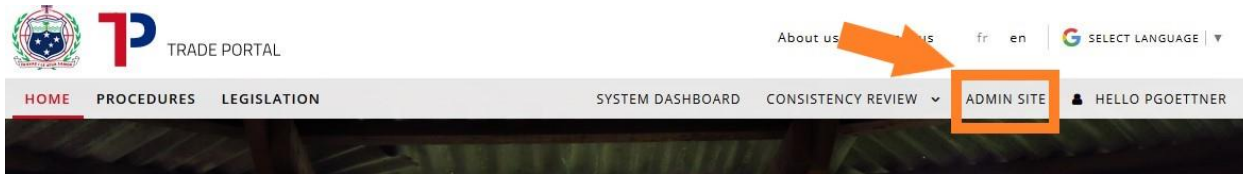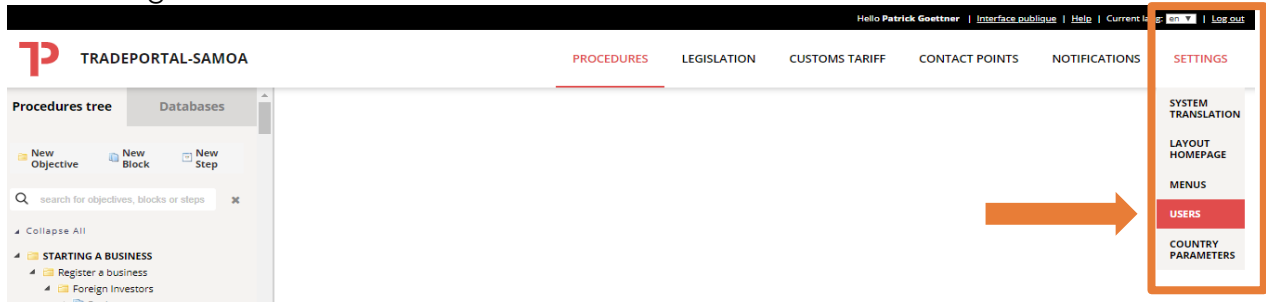

3) Once you´re logged in you will see the following start screen with the **different options** that give you access to the different parts of the trade portal.

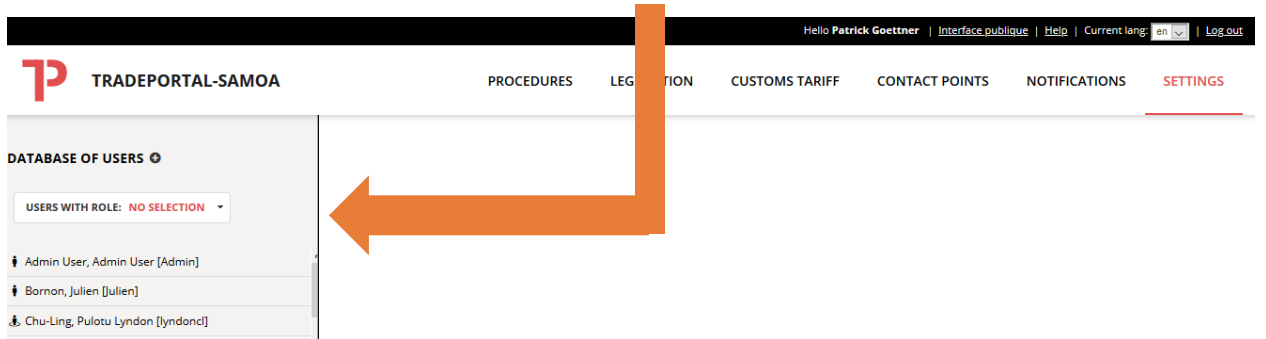(e.g. *"Legislation"* where you can upload/modify legislation)
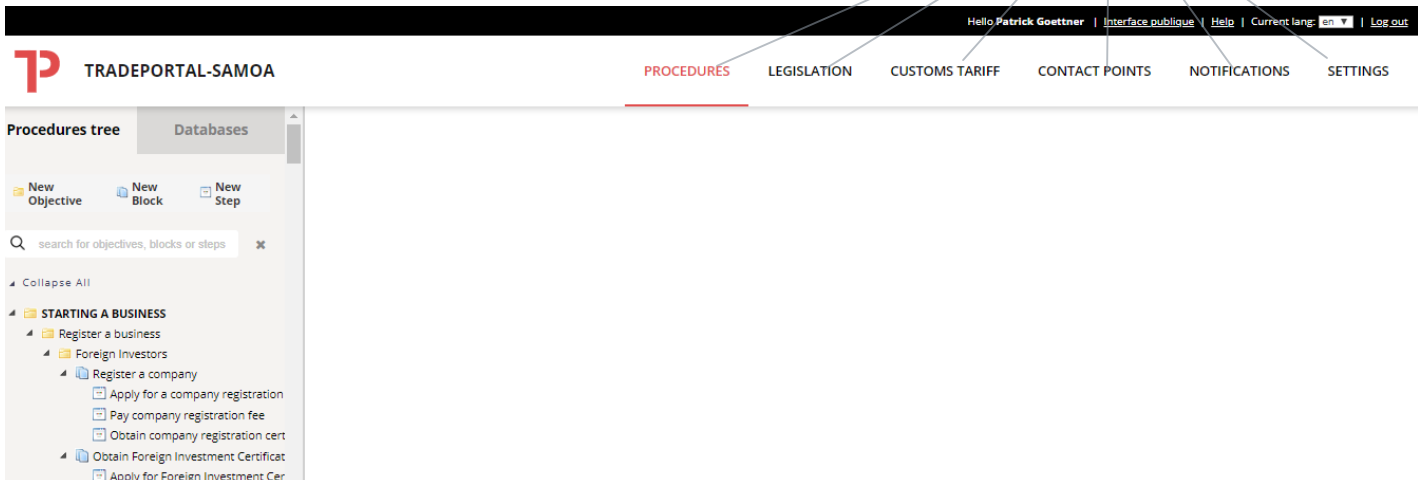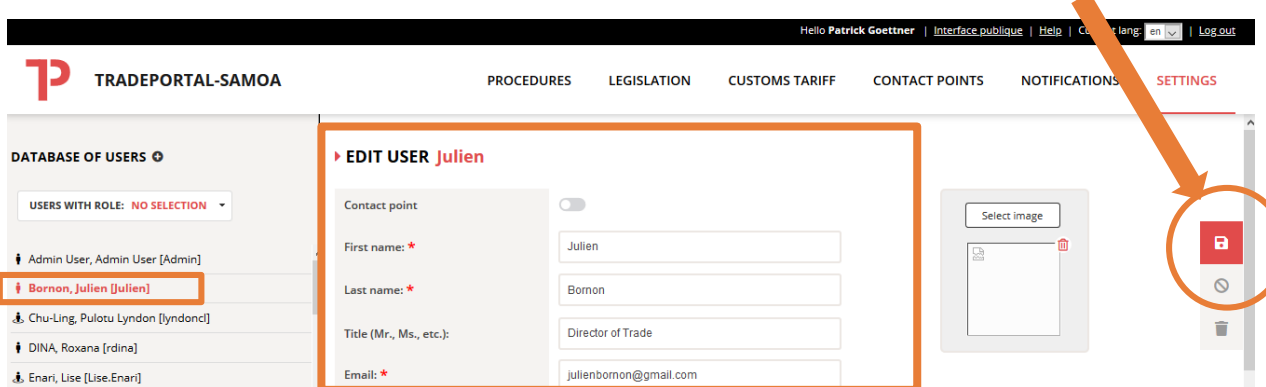
How to create/modify a user?

1) On the Admin main site, click on "**Settings**", than **"Users"** to access the user management section on the right-hand side.


2) The following overview will show, with a _database of existing users_ on the left-hand side

3) If you click on the name of one of the users, you can **modify the details** (e-mail, admin rights,…) of the respective user. To save your changes, click on the red disk button 🔒

4) To **create a new user**, click on the plus ➕ on the left hand side. Fill in all the details and select "_Admin – Administrators_" as "User Role" if you want to give the user editing& uploading rights. Make sure to save your changes by clicking 🔒
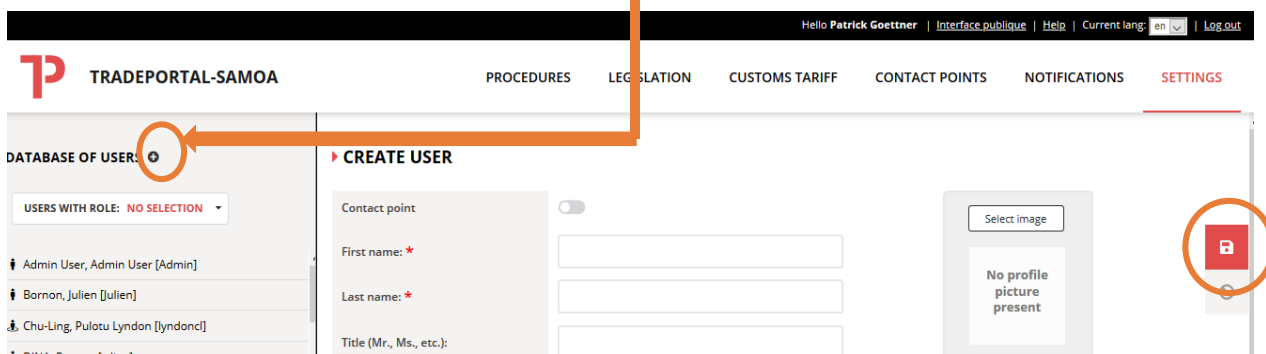
How to modify an existing procedure?

1) If you click on **"Procedures",** you will see an overview of the different procedures and steps on the left-hand side

Note: It is helpful to check on the public page which procedure/product/steps you want to modify. Choose the right category (e.g. *Import*), the right product (e.g. *Vehicles*) and the corresponding step you want to modify (e.g. *Obtain Customs Inspection*). Scroll down on the left-hand side and find the respective correct step

2) Click on the respective 🗓 *Step* that you want to modify (e.g. *Pay company registration fee* or *Obtain Customs Inspection- Import Vehicles*)

3) Once you click on the step, you´ll see on top of the page the **different categories** *(Contacts, Results, Requirements, etc.)* that you can modify. These **categories** correspond to the ones you see on the <u>public page</u>.

4) **Choose the category** *(e.g. Contact)* you want to modify and click on it to see all the details

5) You can modify any detail of your chosen step by clicking on "**Edit**" or **pencil symbol**

Example 1 (with pencil symbol   )

▶ **EDIT STEP Pay Company Registration Fee**

| NAME | CONTACT | RESULTS | REQUIREMENTS | COST | DURATION | LEGAL SOURCE | ADDITIONAL INFO | R |

Section visibility: 🟢

Has costs: 🟢

+ / or	Value	Currency	Operator	Variable	Optional text	Average Value	Average value xt	
↕ Local Company								🖉 🗑
↕ +	250.0000	WST	none		Company Registration Fee	0.0000		🖉 🗑
↕ Overseas Company								🖉 🗑
↕ or	300.0000	WST	none		Registration Fee for Overseas Company	0.0000		🖉 🗑

add cost add separator

Example 2 (with "**Edit**")

6) **Save any changes** by clicking on Save 🔴 (the red disk button on the right side)

7) To also **Publish the changes on the public website** and once you double checked that the modified information is correct, click on 👍 (thumbs-up button)

For more detailed information about each category and your modifying options, please have a look at the **Online Trade Portal Manual** - https://help.eregulations.org/ (Log in with the following User: unctad, Password: simple)
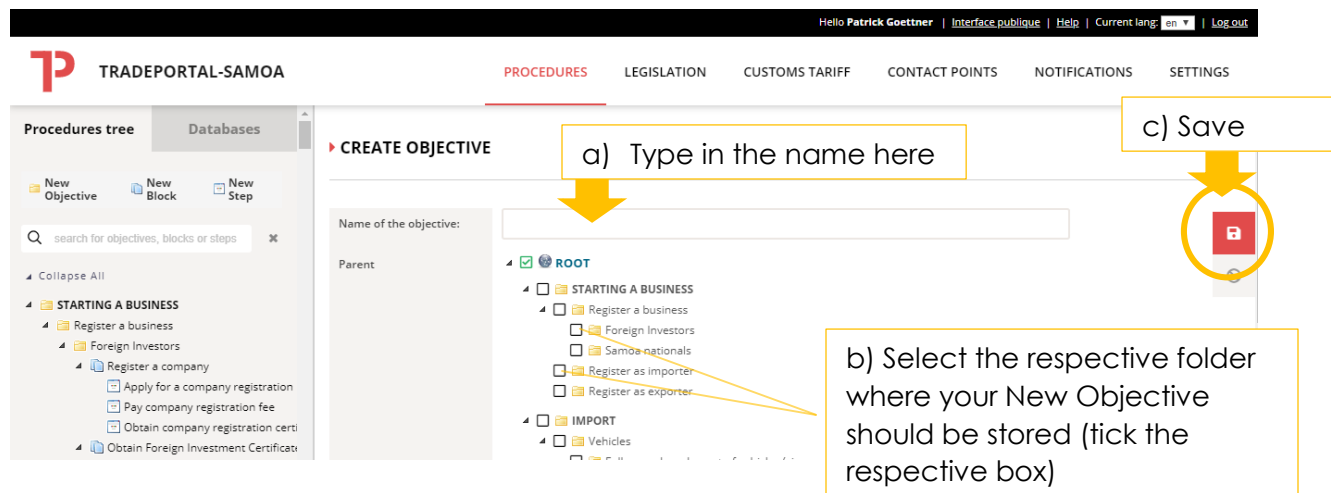
How to create a new procedure?

1) **Structure your procedure first** to make sure that you capture all the steps that a user has to do to achieve a certain objective (e.g. *Register a business*). Each procedure consists at least of one objective, one block and one step. First, click on the **Procedure tab**. On the left hand side you will see an overview of the existing procedures as well as the buttons to create new procedures

2) **Create a New Objective:** An **objective** is an overarching goal or operation that traders/investors want to achieve (e.g. *Register a business* or *Import plant products via the seaport*). In the system, an objective is a folder in the tree of objectives with sub-folders, blocks and steps.

In order to **Create a "New Objective",** click on [New Objective] . Type in the name of the objective and select the folder (=tick the respective box) where your new objective should be stored (e.g. under "*Starting a Business*" or "*Import*"). Save by clicking on [save]

3) **Create a "New Block":** Often there is a long list of steps to complete an objective, this makes it difficult to understand the procedure. **Blocks** group the steps that are related to each other (e.g. as they take place in the same institution) and make the procedure more easily understandable. In order to **Create a "Block",** click on New Block

Type in the name of the objective and select the folder/procedure (=tick the respective box) where your new block should be stored (e.g. under "*Starting a Business*" or "*Import*"). Save by clicking on 🔒
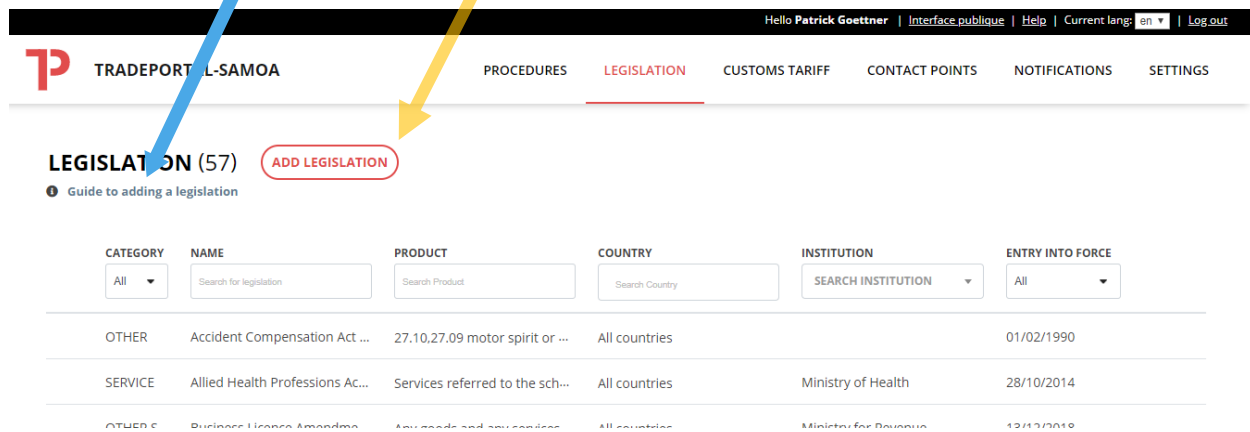

4) **Create a "New Step":** A **step** is any necessary interaction between the user and the institution. In order to **Create a "New Step",** click on New Step .

Type in the name of the objective and select the corresponding block (=tick the respective box) where your new step should be stored (e.g. under "*Obtain Customs Clearance*" or "*Pay Wharfage Fees*"). Save by clicking on 🔒 . If a procedure consists of several steps you can add any additional step in the same fashion (make sure to save it in the correct objective/block).

5) Once the step is created, you can **enter the details of the step**. Make sure to enter only steps that are important from a user perspective (not internal steps. To modify the steps, please have a look above on the information on "How to modify an existing procedure?. Make sure to **save** and **publish any changes** so that they appear on the public website of the trade portal

How to upload/modify legislation?

1) After log-in to the Trade Portal, click on the **Legislation** tab. You can **either modify existing legislation** by clicking on the pencil symbol close to the name (🖉) or **add new legislation** (click on the respective button). If you need further guidance, please look at the guide that gives you step-by-step support on how to upload