Do you already have TIES Access or an ITU User Account?

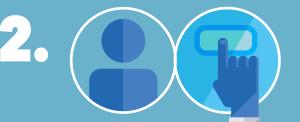**NO**

YES

Start Registering

1. **Log in to Registration page**
- DLG logs in to **PP-18 Registration page** with existing TIES/ ITU User Account

2. **Submit Registration**
- DLG Submits registration request
- DLG receives e-mail acknowledging submission

3. **Receive Notification**
- DFP receives e-mail notification regarding registration submission by delegate

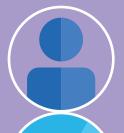**4.** **Validate Registration Request**
- DFP logs in to **Focal Point page** to view, and approve/reject registration request
- DFP can log in with TIES/ ITU User account

If DFP has changed or has no user account, contact Registration Team

5. **Receive Registration Confirmation/ Rejection**
- Delegate receives e-mail confirming approval/rejection of registration request

Create your ITU User Account

1. **Create ITU User Account**
Create a new user account from **ITU User Management page.**

Ensure a valid e-mail address is provided during user account creation

2. **Validate User Account**
Click on activation link received by e-mail
Once activated, user can already submit a registration

If you have any login issues, please contact Service Desk

Request TIES Access
(access to documents)

1. **Request TIES Access Rights**
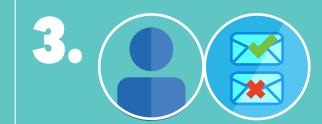- Place request from **ITU User Management page.**

Applicable only to ITU members. Benefit: accessing TIES protected documentation / webpages

2. **Validate TIES Access Request**
- TFP receives e-mail notification regarding TIES access request
- TFP can approve/reject the request

3. **Receive TIES Request Approval/ Rejection**
- Delegate receives e-mail confirming approval/ rejection of TIES access request.

Key

- Actions taken by **Delegates (DLG)**
- Actions taken by **Designated Focal Points (DFP)**
- Actions taken by **TIES Focal Point (TFP)**