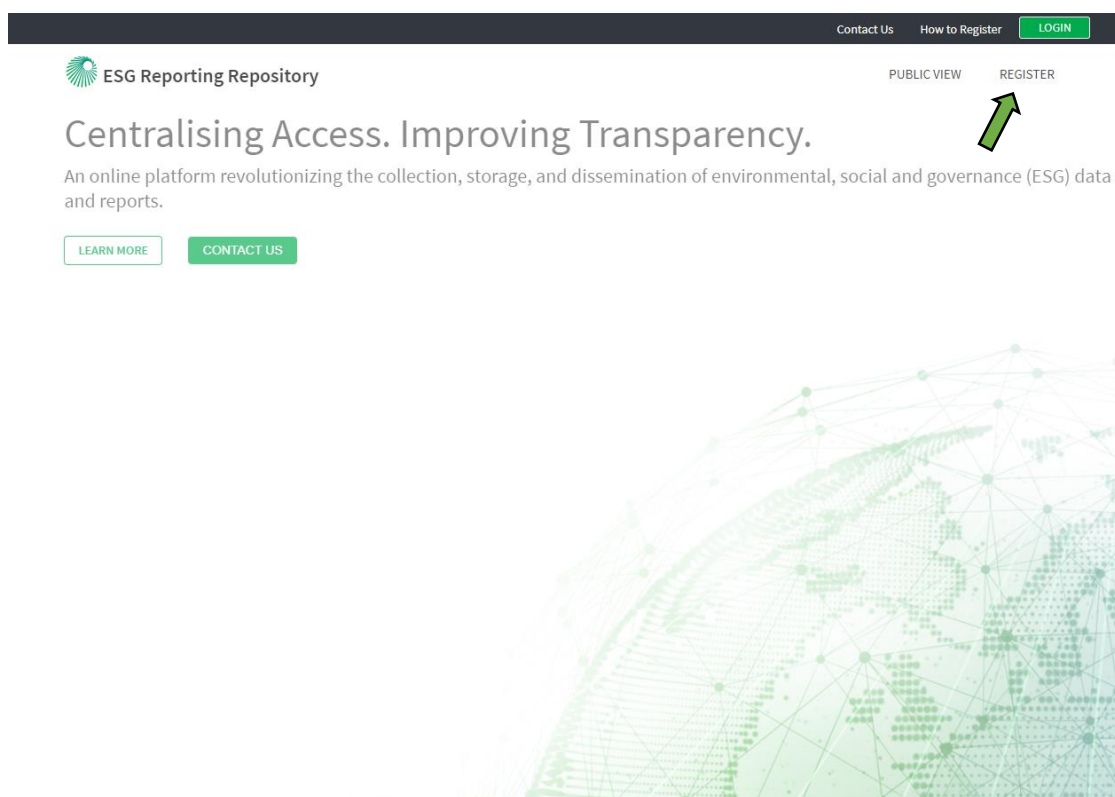# How to register for ESG Reporting Repository

1. Click on the register button on the ESG Reporting Repository home page

2. Submit your work email address for verification and click "Send PIN"

EMAIL VERIFICATION

You will need to verify your email address to access the registration form online.
To verify please submit your email address and you will receive a one-time PIN.

Enter your email address

SEND PIN

The PIN for this session is valid for only ten minutes.If your PIN expires, you need to re-enter your email address to receive a new PIN.

3. Enter the PIN received in the verification email or visit the link provided in the email to access your registration form

EMAIL VERIFICATION

You will need to verify your email address to access the registration form online.
To verify please submit your email address and you will receive a one-time PIN.

Enter your email address

Enter PIN

RE-SEND PIN   **VERIFY**

The PIN for this session is valid for only ten minutes.If your PIN expires, you need to re-enter your email address to receive a new PIN.

4. Populate all required fields in the registration form. You will need to upload the following documents:

    a. Proof of your company's legal name by providing either:

        i. a 10-K;

        ii. articles of incorporation; or

        iii. other applicable documentation.

    b. Account Manager Authorization: If the account manager is not named as a company officer in the organizational certificate a letter signed by a director of your company stating that you have been authorized to:

        i. act as the company's nominated Account Manager;

        ii. upload documents on behalf of the company; and

        iii. accept the ESG Reporting Terms of Use on behalf of the company.

5. Once the form has been successfully submitted, please allow some time for our operations team to approve your application. This should not take more than 48 hours.

6. If we require additional information for your application, a link will be sent to your email address to update your form and/or enter comments in the 'Additional Information' section, if necessary.

7. Upon approval of your account, you will be given a temporary password to login to the system. Login to update your password.

8. Once your account has been approved, you will be able to upload your ESG documents and add additional users for your firm.

Having trouble completing your registration?

Reach out to **https://www.theesgreporting.com/#/register**