

BCD

BUSINESS COUNTRY DESK

Promoting the Euro-Mediterranean Business Ecosystem



HOW TO CREATE AN ACCOUNT



BUSINESSMED

Union of Mediterranean Confederations of Enterprises

1. Create an account

Registration to the BCD is necessary to benefit from certain services:

- The structure represented will be listed in the directory of the “Partnerships” section
- Consultation of detailed information on potential partners
- Access to other structures registered within the BCD (contact by private message)
- Identification of visitors to their profile
- Suggestions of profiles on a periodical basis, according to predefined preferences
- Possibility to participate in B2B events managed under the “EuroMed Business Matching” tool

To create a new account:

1. Click on the icon  **Log in**
2. The “Log in” page is displayed
3. Click on the button **“Create an account”**



Structure is the term used to describe the different types of profiles referenced on the platform. This concerns in particular financial institutions, Business Support Organisations, NGOs, businesses, but also entrepreneurs and consultants.

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Registration form step 3. Fields include: Email address, Password, Confirm password, Name, First name, Civility, Age range, Country, Phone, Function, Picture, and Type of visitor. A 'Next >' button is highlighted.

The “Assistance” block contains a tutorial video aiming at easing the different steps of the registration process for the visitor.

4. The form to fill out is displayed.

The first part of the registration form is common to all types of profiles. It includes the coordinates of the account's contact person (the one who will receive all messages, notifications).

5. Select the appropriate user profile (Structure / Employee):

- Employee: Collaborator/Responsible of a Structure (previously registered with an account on the BCD platform). This category was specifically created for participants in events managed under the Matching tool “EuroMed Business Matching”. This type of profile will not be referenced in the Partnerships section. However, it will be included in the Matching Tool's participant catalogue.

- Structure: Financial institutions, Business Support Organisations, NGOs, Entreprises, Entrepreneurs, Consultants, etc.

For each of these categories, specific information must be provided.

6. Once the fields are completed, click on the button “Next”

7. The form corresponding to the selected profile is displayed

8. Fill in the other fields. You can click anytime on the button any time “Previous” to modify information already entered.

9. To finalize the registration, click on the button “Create a new account”

10. User receives an email confirming registration and requesting account validation

11. Once the account is validated, the user receives an account confirmation email. The user can thus authenticate and benefit from the services offered by the BCD.

The browsing language used when creating the account will be the same as the language used for messages (emails) sent by the platform.

The BCD administrator can block or validate any registration.

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Registration form step 4. Fields include: Please specify, Structure's Name, Login, Creation date, Address, Country, Website, Activity area, Do you operate at a regional (Mediterranean) level, Desired partnerships, Preferred types of structure, Preferred countries, Preferred sectors, and Preferred opportunities. A 'Create new account' button is highlighted.

2. Authentication

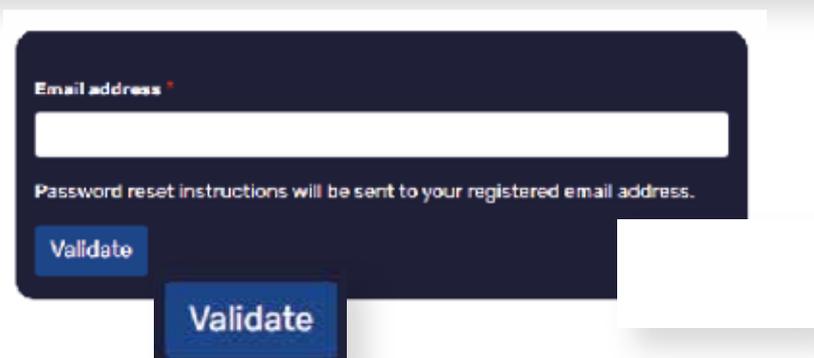
To authenticate:

1. Click on the icon  **Log in**
2. Enter your Email address and password
3. Click on **“Log in”**

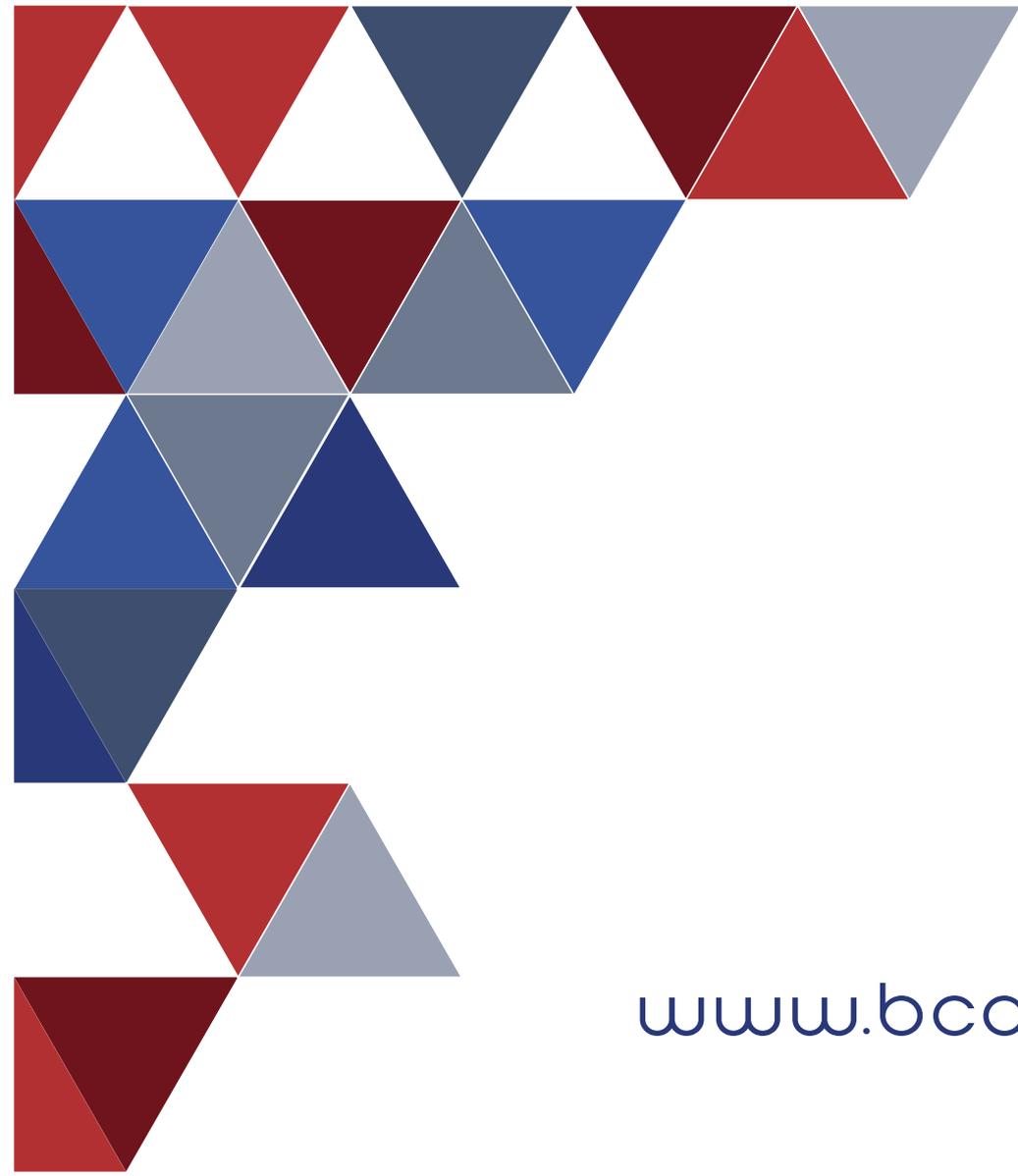
A screenshot of the login form. It has a dark blue background. There are two input fields: 'Email address' and 'Password'. Below the fields is a blue 'Log in' button. Underneath the button are links for 'Forgot your password' and 'Create an account'. A white callout box with a blue border highlights the 'Log in' button, with the text 'Log in' inside it.

To reset a lost or forgotten password:

1. Click on **“Forgot password?”**
2. A page is displayed including an input field to enter the email address.

A screenshot of the password reset form. It has a dark blue background. There is an input field for 'Email address'. Below the field is the text 'Password reset instructions will be sent to your registered email address.' and a blue 'Validate' button. A white callout box with a blue border highlights the 'Validate' button, with the text 'Validate' inside it.

3. Enter the email address
4. Click on **“Validate”**
5. The access information will then be sent by email



www.bcdesk.eu



For more information
scan the QR code

