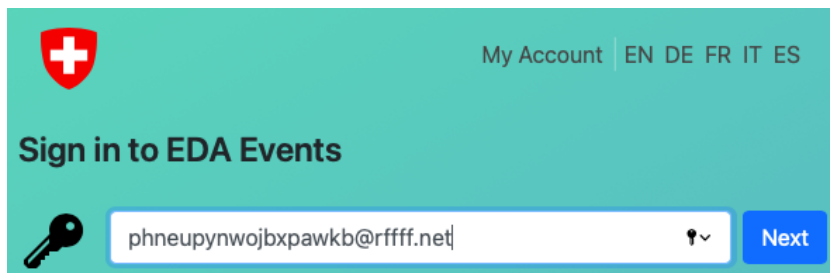# Guide to sign in to IDM (Identity Data Management)

In order to access the registration site for the event you have to follow a few simple steps.
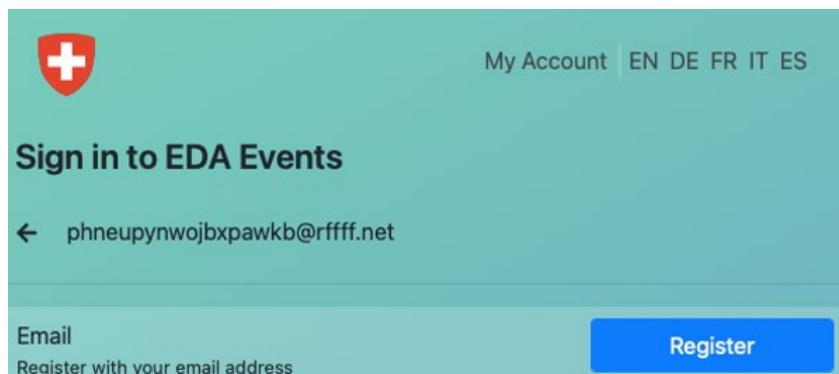
1. Please double click on the "Registration" button on the www.urc2022.com website.

2. You will be automatically redirected to the following website where you will be able to create your personal password.

> **A password will be required, should you wish to amend your registration.**
> **Please keep your personal login Email and password in a safe place.**
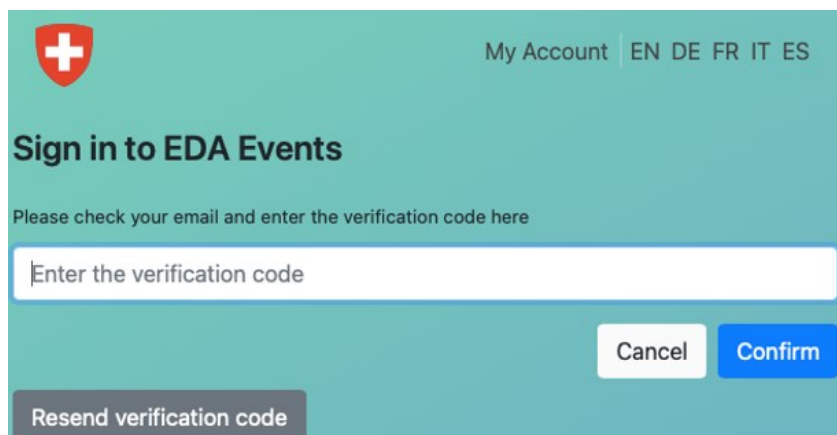
1. Please enter your Email address and click on the blue button "Next"

2. Register your Email address by clicking the blue button "Register"

3. You will get to the page to enter the verification code of 5 digits. This code was sent to your registered Email address.

4. Open you the email in your personal Inbox. The Email contains a <u>5-digits</u> code.

From: <sov@eda.admin.ch>
Date: Wed, Jul 7, 2021 at 10:57 PM
Subject: Swiss Abroad Login - Please confirm your Emailaddress
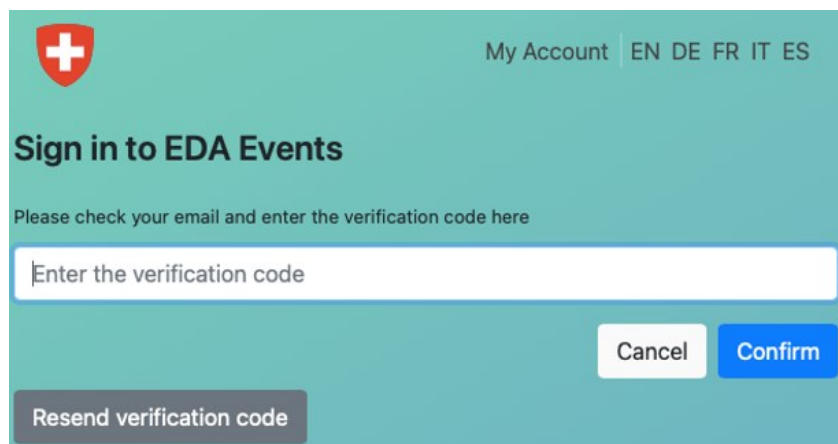To: phneupynwojbxpawkb@rffff.net

Swiss Abroad Login Code: 19173
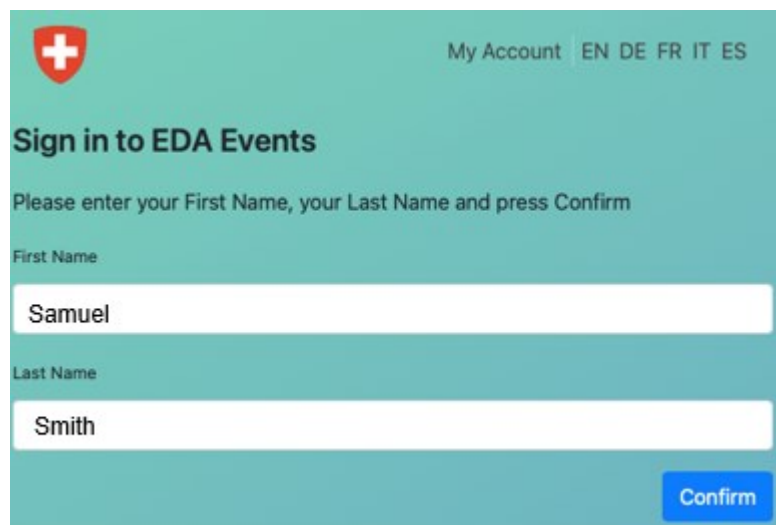Hello,

Welcome

Swiss Abroad Login

Code: 19173

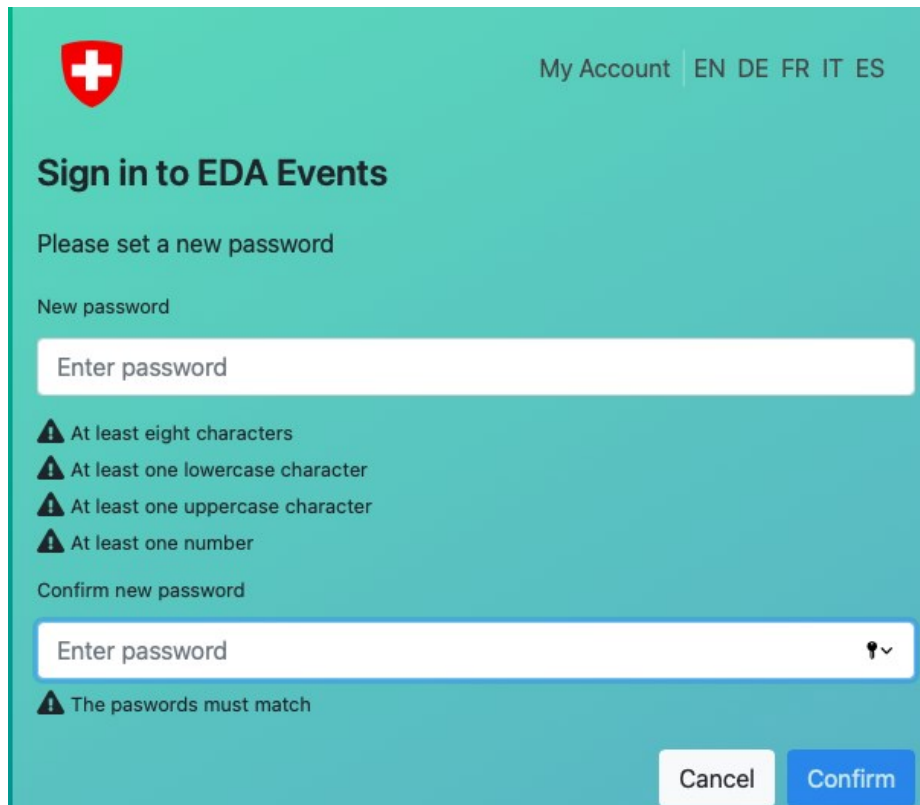**5. Enter this code on the website and click on the blue button "Confirm"**

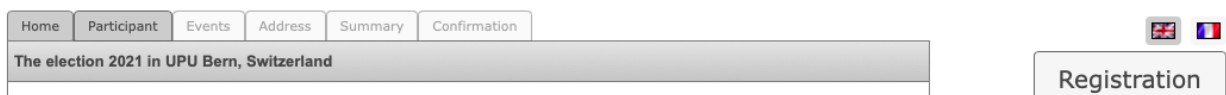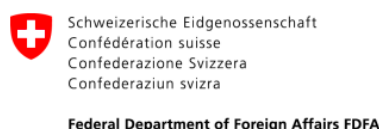**6. Please enter your First Name (surname) and Last Name (family name) and click on the blue button "Confirm"**

7. Please enter your password, at least <u>8 characters</u> with at least one lowercase, one uppercase, one number

8. Please <u>store</u> your <u>Email</u> address and your <u>password</u>. As you will need it to amend your registration.

9. You will be automatically redirected to the registration website of FDFA Events as follow:

Congratulations, you may now register your details for the upcoming event!