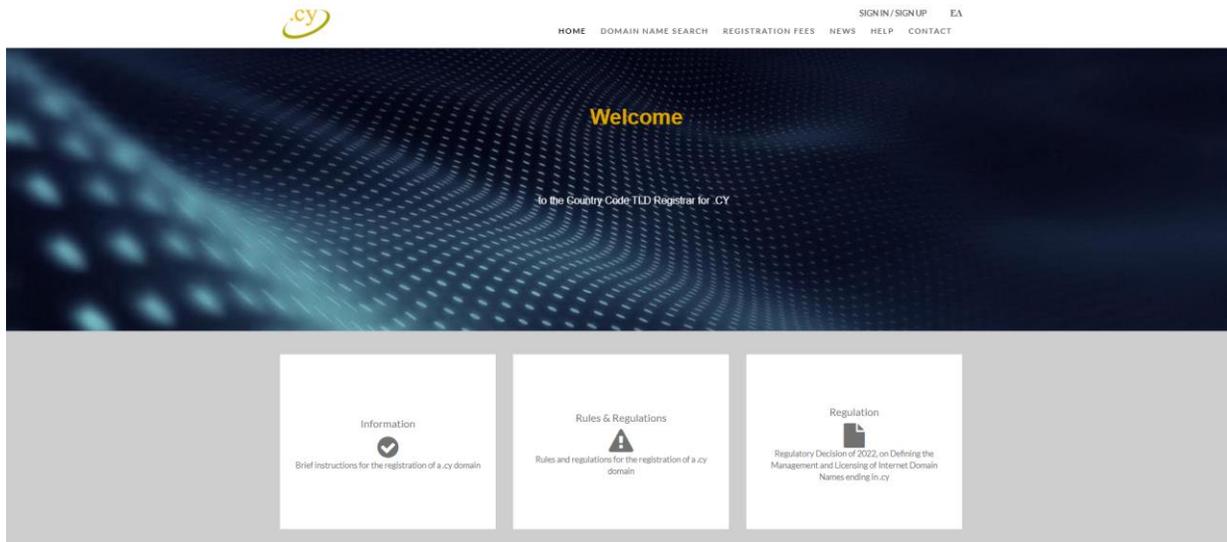


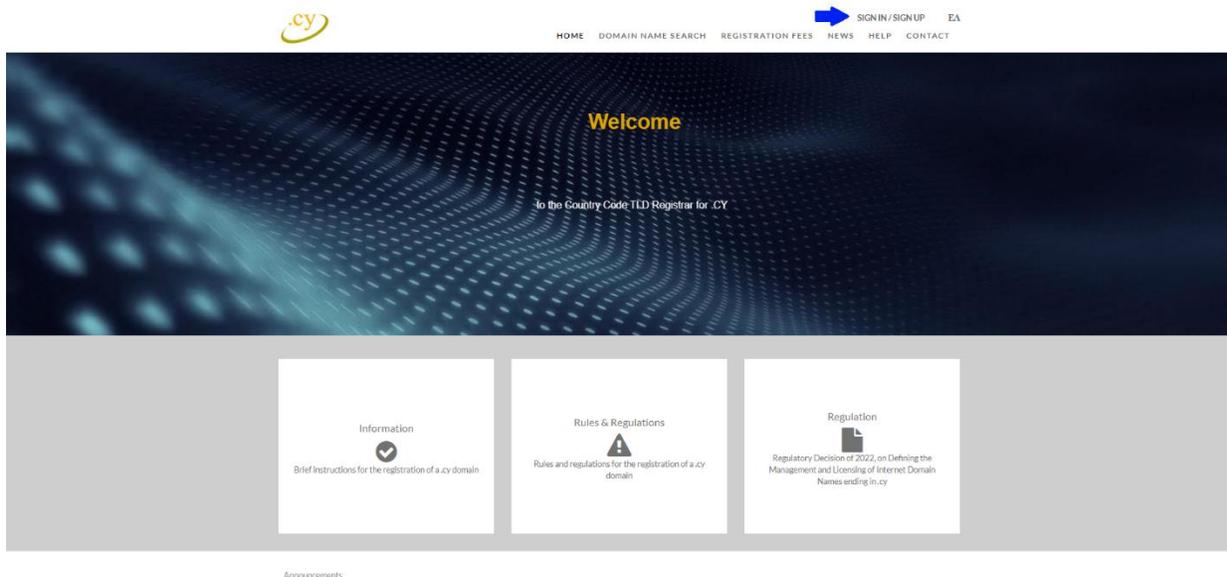


## How to create an account

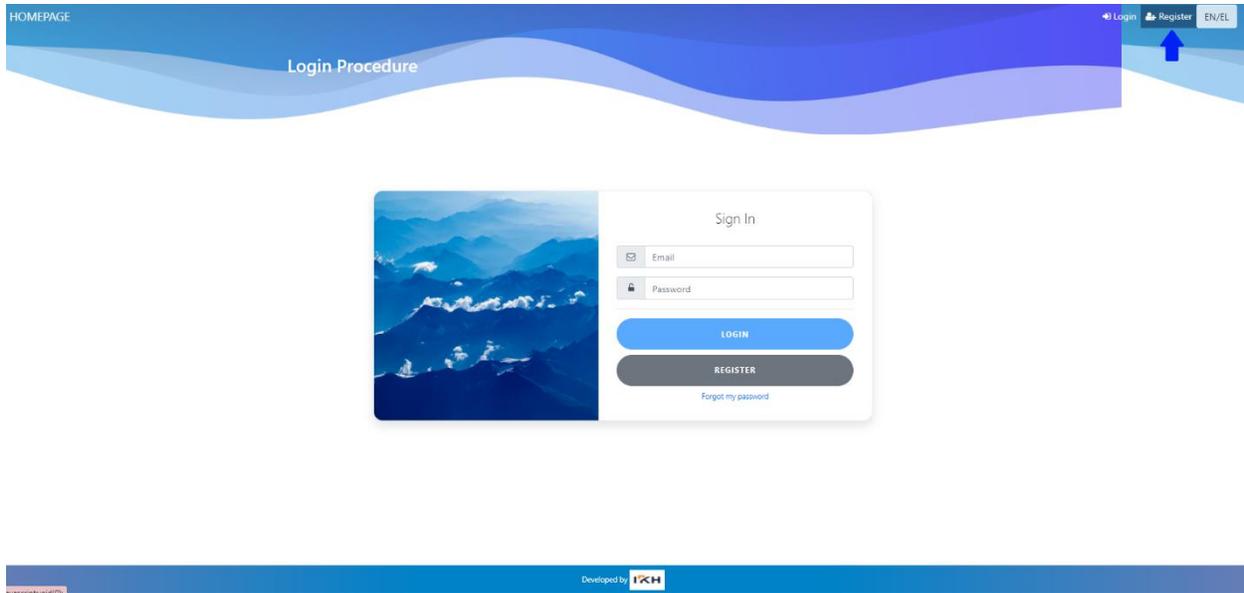
1. Go to our Webpage [www.nic.cy](http://www.nic.cy)



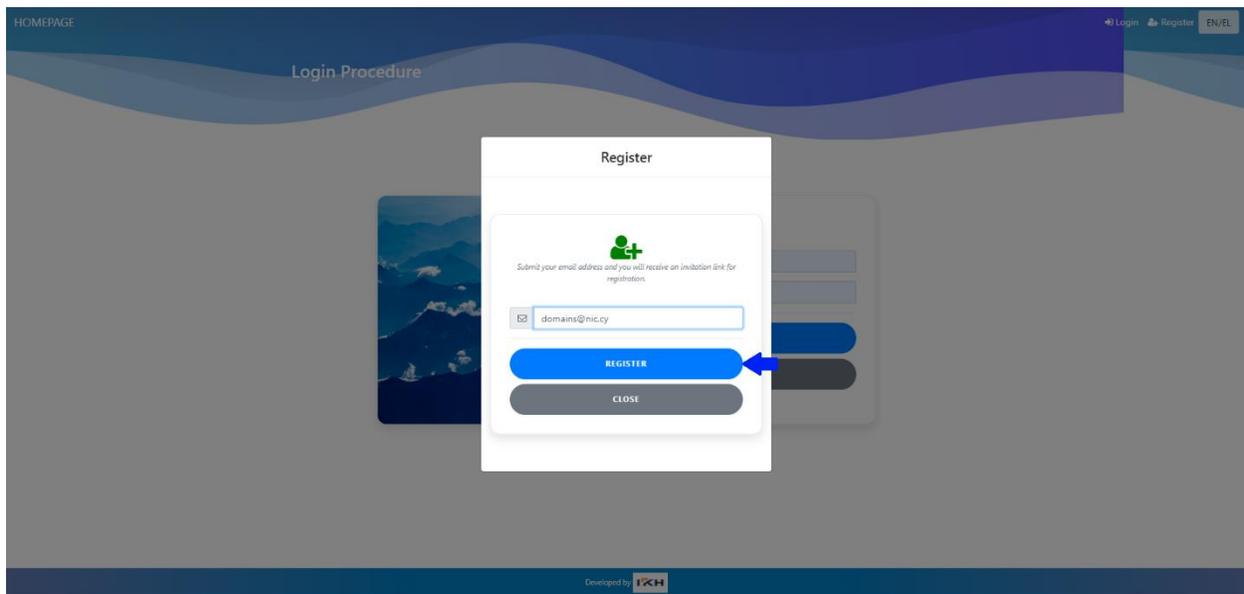
2. Click on **Sign in / Sign Up** at the right upper part of the screen.



3. Click on **“Register”** at the right upper side of the screen.

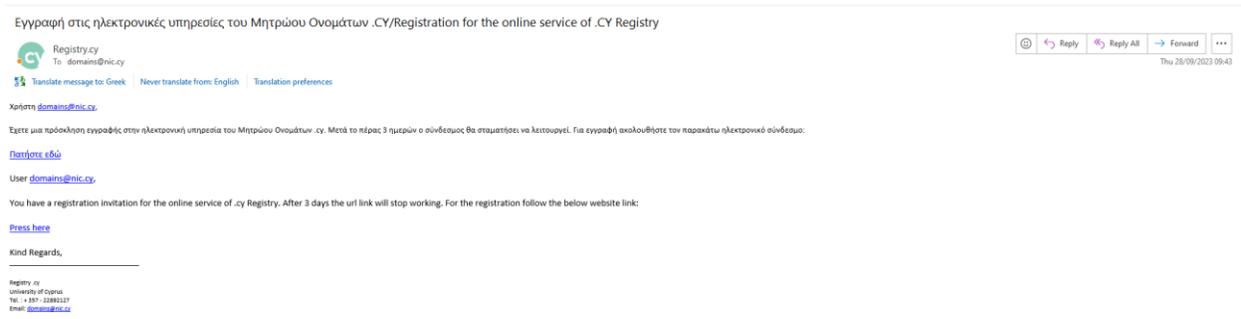


4. Type an email address for the account to be created on the window displayed. The email address will be the unique identification key of your account.



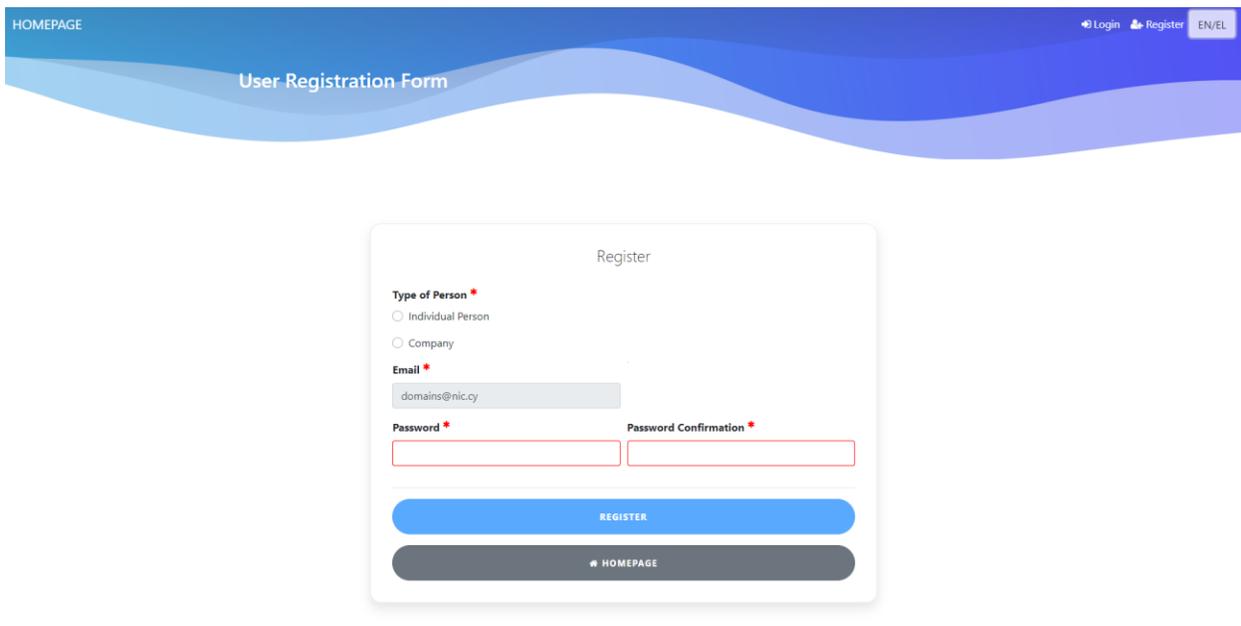
Press **“Register”**

5. The email below will be sent to the email address specified.



Click on “Press here”

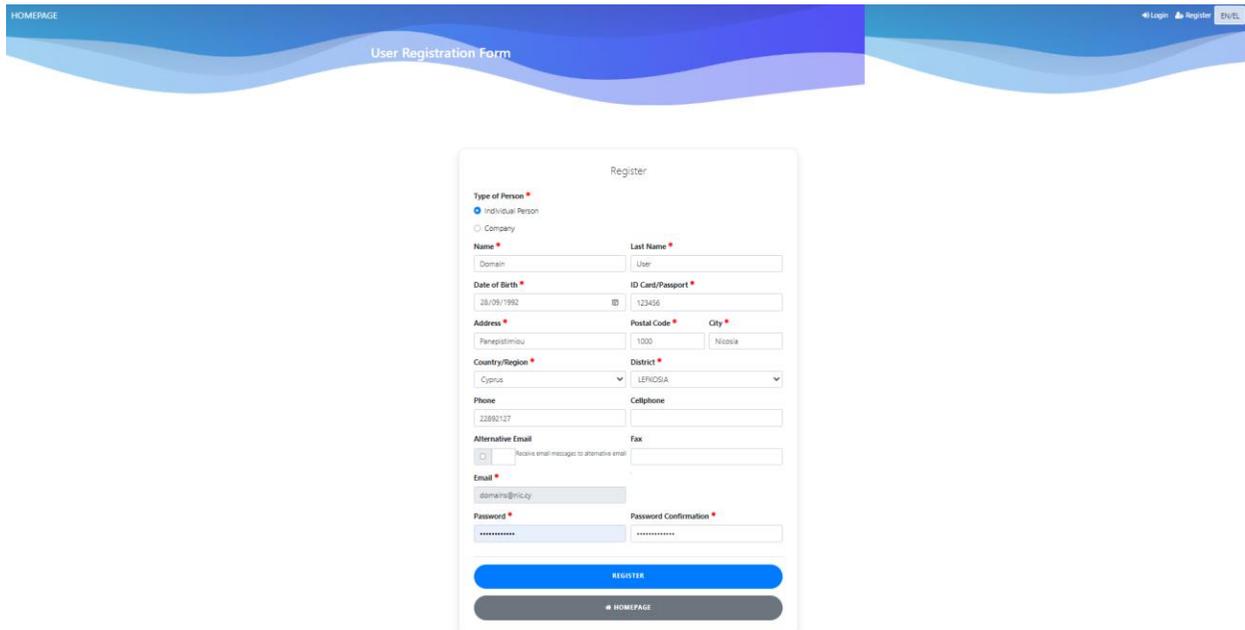
The system will forward you to the User Registration Form below.



Select the registration type and specify the password for that account.

## 7.1 Choice 1: Individual Person (For Physical Entity account creation)

Fields with an asterisk ( \* ) are mandatory and must be completed accordingly.



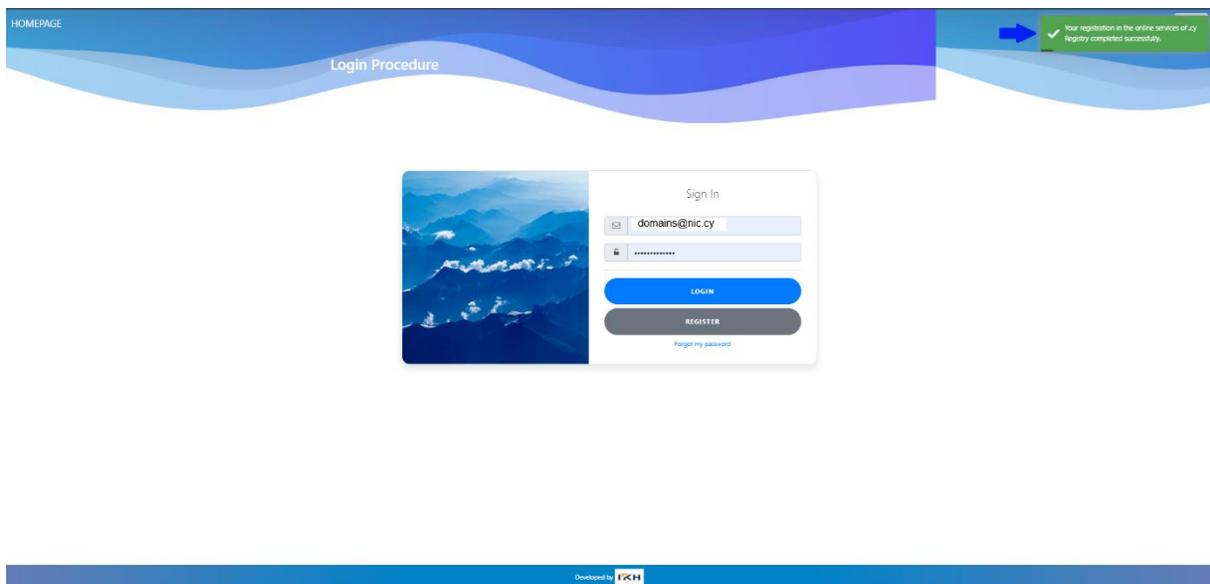
The screenshot shows the 'User Registration Form' on a website. The page has a blue header with 'HOMEPAGE' on the left and 'Login Register ENL' on the right. The main content area is titled 'User Registration Form'. The registration form itself is titled 'Register' and includes the following fields and options:

- Type of Person \***: Radio buttons for 'Individual Person' (selected) and 'Company'.
- Name \***: Text input field with 'User' entered.
- Last Name \***: Text input field.
- Date of Birth \***: Date input field with '28/09/1992' entered.
- ID Card/Passport \***: Text input field with '123456' entered.
- Address \***: Text input field with 'Pantepistimou' entered.
- Postal Code \***: Text input field with '1000' entered.
- City \***: Text input field with 'Nicosia' entered.
- Country/Region \***: Dropdown menu with 'Cyprus' selected.
- District \***: Dropdown menu with 'LEFKOSIA' selected.
- Phone**: Text input field with '22892127' entered.
- Cellphone**: Text input field.
- Alternative Email**: Text input field with a checkbox for 'Receive email messages to alternative email'.
- Fax**: Text input field.
- Email \***: Text input field with 'domains@nic.cy' entered.
- Password \***: Password input field with '\*\*\*\*\*' entered.
- Password Confirmation \***: Password input field with '\*\*\*\*\*' entered.

At the bottom of the form are two buttons: a blue 'REGISTER' button and a grey 'HOMEPAGE' button.

Press “Register”

A notification will be displayed on the upper right part of your screen to confirm successful physical person registration.



The screenshot shows the 'Login Procedure' page. The page has a blue header with 'HOMEPAGE' on the left and 'Login Register ENL' on the right. The main content area is titled 'Login Procedure'. A notification box in the upper right corner displays a green checkmark and the text: 'Your registration in the online services of .cy Registry completed successfully.' Below the notification is a 'Sign In' form with the following fields and options:

- Sign In**: Title of the form.
- Email**: Text input field with 'domains@nic.cy' entered.
- Password**: Password input field with '\*\*\*\*\*' entered.
- LOGIN**: Blue button.
- REGISTER**: Grey button.
- Forgot my password**: Link below the REGISTER button.

At the bottom of the page is a blue footer with the text 'Developed by' followed by the logo of 'FKH'.

## 7.2 Choice 2: Company (For Legal Entity account creation)

Fields with an asterisk ( \* ) are mandatory and must be completed accordingly.

The screenshot shows the 'Register' form for a company. The 'Type of Person' is set to 'Company'. The 'Company Name' is 'Cydmain Company Ltd' and the 'Company Registration Number' is '123456'. The 'Representative Fullname' is 'Domain User'. The 'Address' is 'Panepistimou', 'Postal Code' is '1000', and 'City' is 'Nicosia'. The 'Country/Region' is 'Cyprus' and the 'District' is 'LEFKOSIA'. The 'Phone' is '22892127'. The 'Alternative Email' is checked and the 'Email' is 'domain@nic.cy'. The 'Password' and 'Password Confirmation' fields are filled with asterisks. A blue 'REGISTER' button and a grey '# HOMEPAGE' button are at the bottom. The page header includes 'HOMEPAGE', 'Login', 'Register', and 'EN/EL'. The footer says 'Developed by VICKI'.

If selected country at Country/Region field is a European Union Country (other than Cyprus) the field “VIES VAT Number” must be completed as well.

The screenshot shows the 'Register' form for a company. The 'Type of Person' is set to 'Company'. The 'Company Name' is 'Cydmain Company Ltd' and the 'Company Registration Number' is '123456'. The 'Representative Fullname' is 'Domain User'. The 'Address' is 'Panepistimou', 'Postal Code' is '1000', and 'City' is 'Nicosia'. The 'Country/Region' is 'Greece'. The 'Phone' is '22892127'. The 'Alternative Email' is checked and the 'Email' is 'domain@nic.cy'. The 'Password' and 'Password Confirmation' fields are filled with asterisks. A new field 'VIES VAT number' is highlighted with a red border and a blue arrow pointing to it. A blue 'REGISTER' button and a grey '# HOMEPAGE' button are at the bottom. The page header includes 'HOMEPAGE', 'User Registration Form', 'Login', 'Register', and 'EN/EL'. The footer says 'Developed by VICKI'.

Press “Register”

A notification will be displayed on the upper right part of your screen to confirm successful company registration.

