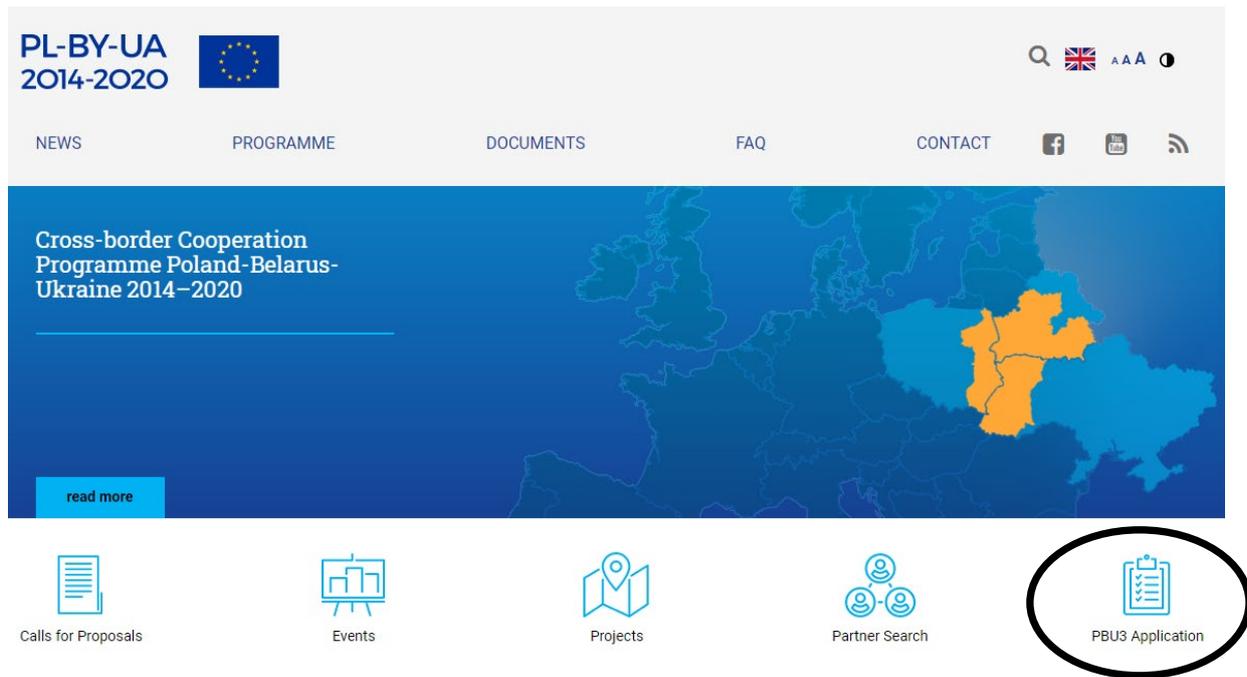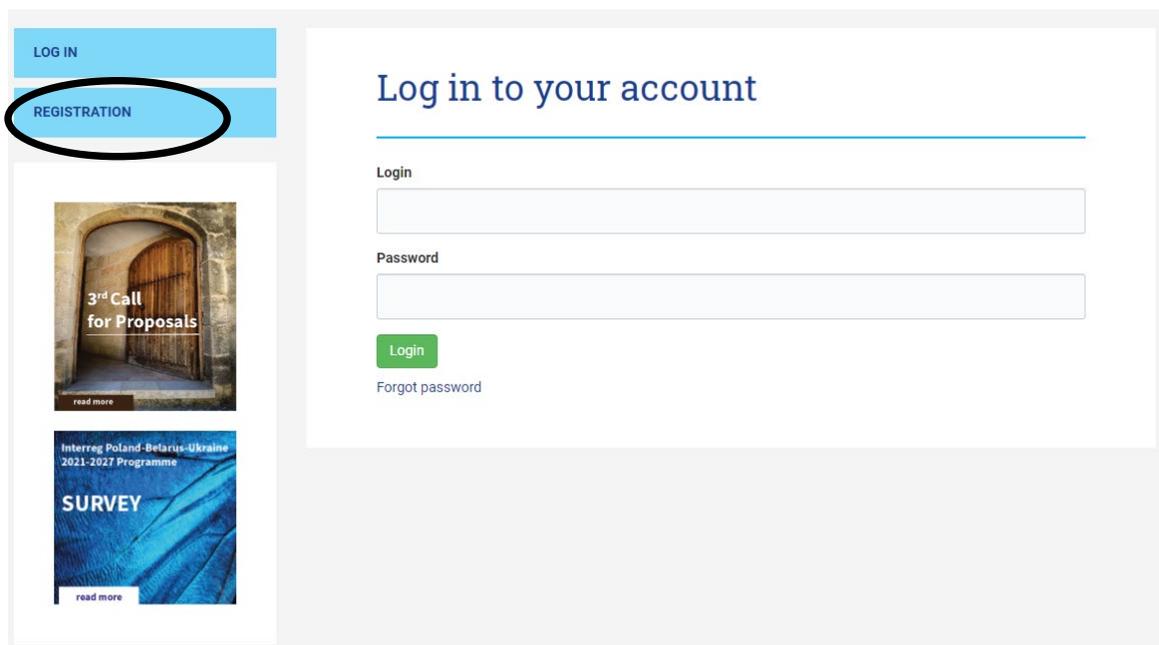# INSTRUCTION ON HOW TO CREATE LEAD BENEFICIARY'S ACCOUNT IN ORDER TO SUBMIT APPLICATION FORM TO THE JOINT TECHNICAL SECRETARIAT

Before the submission of the Application Form to the Joint Technical Secretariat the Lead Beneficiary is obliged to create an account on the Programme website. To do so, please click the icon "PBU3 Application" on the Programme main webpage:

On the left side of the opened page please click "REGISTRATION" in order to fill in the Lead Beneficiary registration form:

Please fill in all fields and check relevant options in the opened registration form. The Lead Beneficiary must have the full access to the e-mail provided here. To send registration form to the Joint Technical Secretariat, please click the green "Registration" button.

In the next step, please check the e-mail inbox (or spam folder) in order to confirm the e-mail provided and complete registration process. You should receive the following e-mail from the sender: **form@mail.pbu2020.eu:**

> *Dear Applicant,*
> *Thank you for registering in the PBU .*
> *To confirm account registration, please click the link below or copy to your browser window:*
> **[the link to activate your account]**
>
> *Regards,*
> *Joint Technical Secretariat Team*
> *Cross-border Cooperation Programme*
> *Poland - Belarus - Ukraine 2014-2020*
> *Center of European Projects*
> *39a Domaniewska street*
> *02-672 Warsaw, Poland*
> *http://www.pbu2020.eu*

Next log in to your applicant's account with the registration e-mail and password.

The account page is divided into three sections:

1. Information on the generator (the link to download the newest version and the instruction how to use it) and on the detailed contact information of the person in charge from the Joint Technical Secretariat in case of technical issues during works with the generator or with submission process.
2. The time remaining to the end of the Call for Proposals.
3. The upload section with the list of sent Application Forms.

In order to submit your Application Form to the Joint Technical Secretariat please click the "Choose file" button and then the "Upload File" button. You can see all your submitted Application Forms in the list "Uploaded Application Forms".

After the successful submission you should receive the following confirmation e-mail:

> *Dear Applicant,*
> *You have uploaded Application form* **[name of the Application form]** *to your account.*
> *Regards,*
> *Joint Technical Secretariat Team*
> *Cross-border Cooperation Programme*
> *Poland - Belarus - Ukraine 2014-2020*
> *Center of European Projects*
> *39a Domaniewska street*
> *02-672 Warsaw, Poland*
> *http://www.pbu2020.eu*

Please be reminded that you can submit only three Application Forms.

During the whole time of the Call for Proposals you can freely delete uploaded Application Forms and submit new ones. To do so, please click the "Delete this file" button and repeat upload process. You should receive proper confirmation messages.

In the midnight of 16th January 2020, i.e. after the closure of Call for Proposals, the upload or removal Application Forms from your account will not be possible.