REQUEST AN ACCOUNT

My IDB Operations Portal

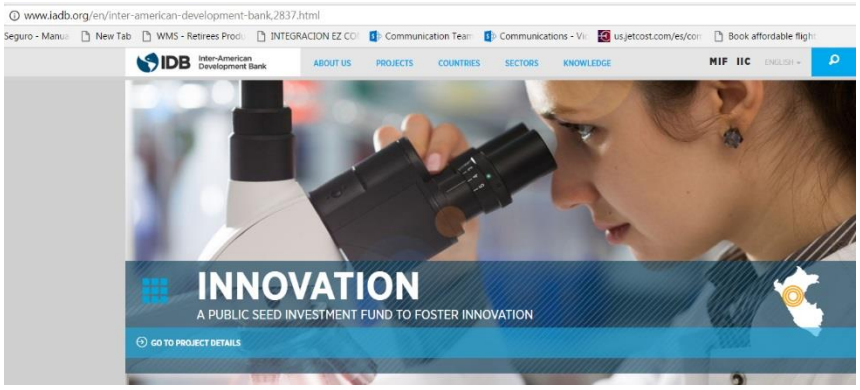
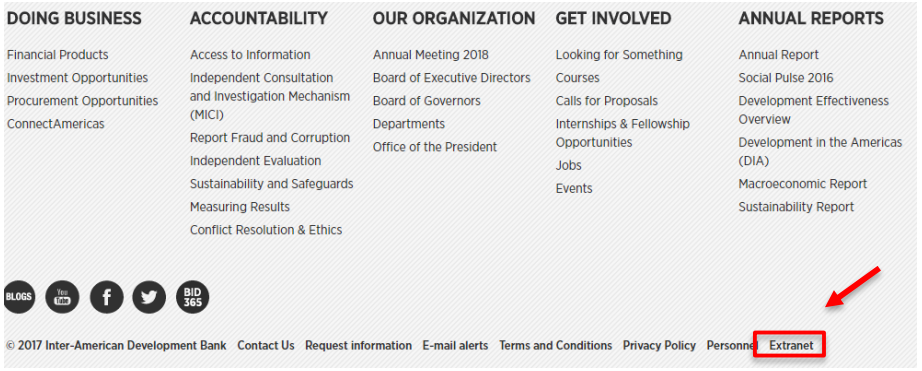
OBJECTIVE

- ✓ How to request an account to access the IDB Extranet and the information about my operations with the IDB.

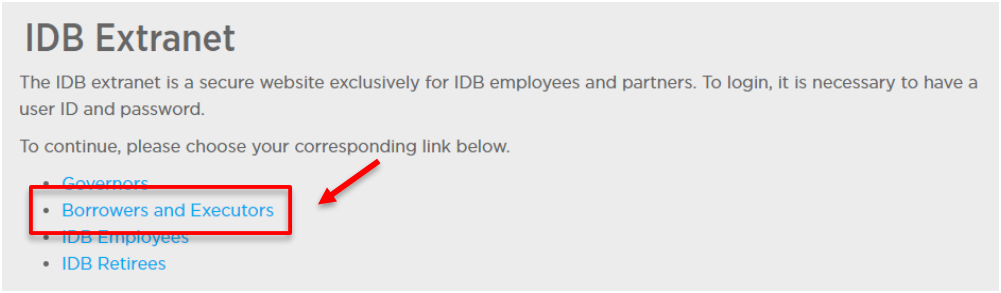
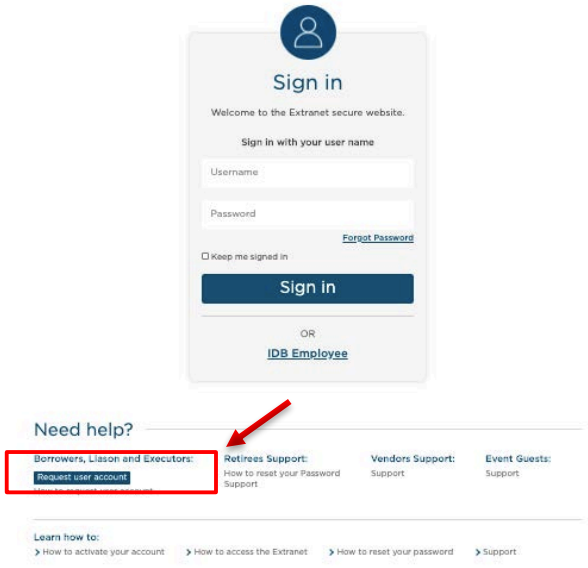
Recommended Browsers:

- ➢ *Google Chrome*
- ➢ *Internet Explorer version 11*

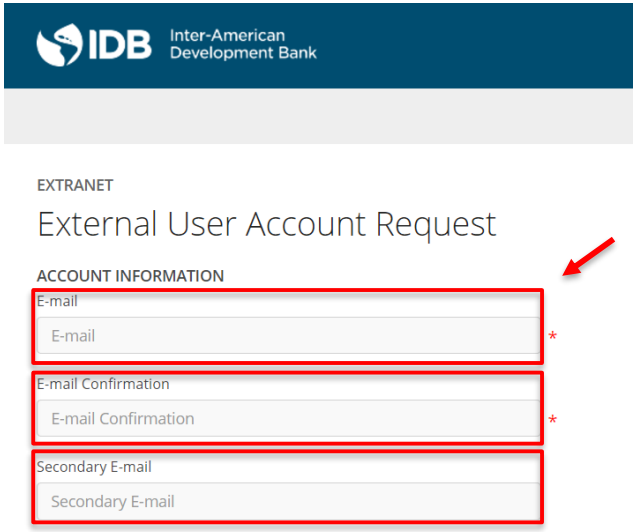
Request an Account – IDB Extranet

Instructions	View
1) Open your browser and enter http://iadb.org.	
2) Scroll down and at the bottom of the page (right-hand corner), click on **Extranet**.	

Request an Account – IDB Extranet

Instructions	View
3) Click on **Borrowers and Executors.**	
4) In the Extranet login page, find the **Need help?** section, and under **Borrowers, Liaison and Executor,** click on **Request User Account**	

Request an Account – IDB Extranet

Instructions	View
5) Complete the **E-mail** field with the email account you want to associate with the IDB Extranet. Type in your email account a second time in the **E-mail Confirmation** field**.** Optional: Type in an alternate email, in the **Secondary E-mail** field**.** * *Please note that fields marked with an asterisk* are mandatory.*	
6) Type in your name in the **First Name** field. Enter your middle name, if applicable, in the **Middle Name** field**.** Enter your last name in the **Last Name** field.	

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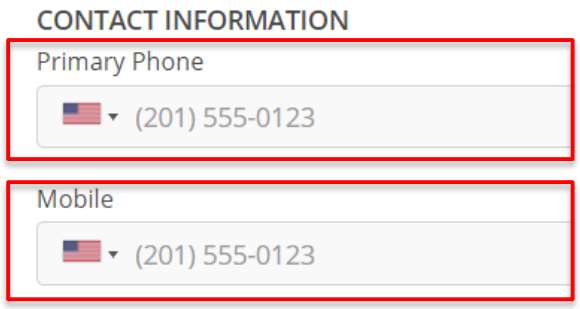
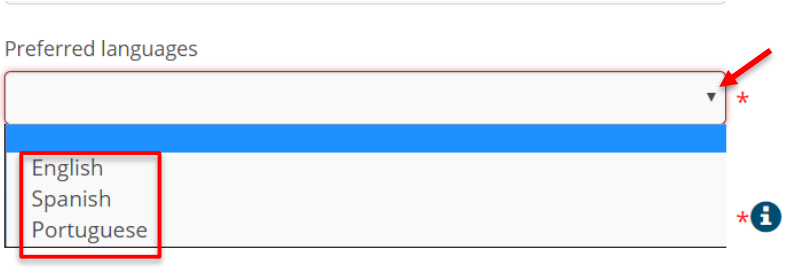
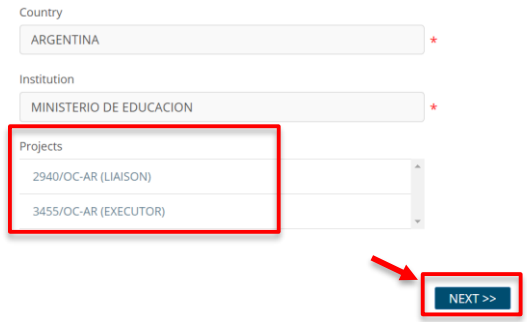
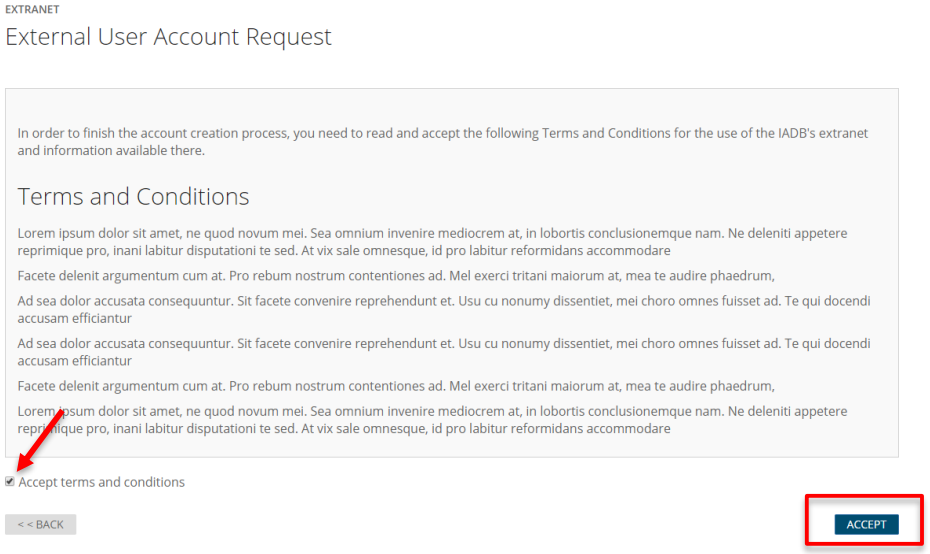
Instructions	View
7) OPTIONAL - Complete the **Primary Phone** field with your phone number and select your country by clicking on the flag icon. OPTIONAL - Enter your mobile number in the **Mobile** field and select your country by clicking on the flag icon.	
8) Select your preferred language by clicking the triangle in the **Preferred Languages** field, and clicking the language of your choice.	

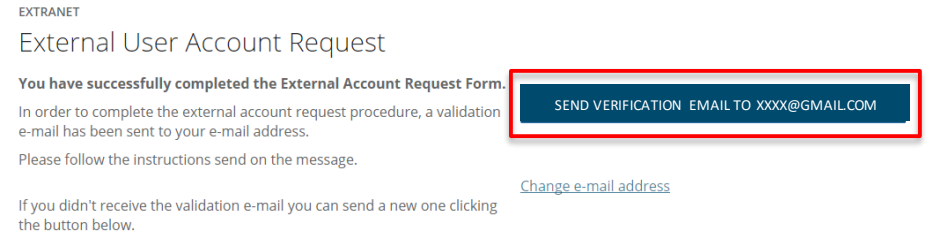
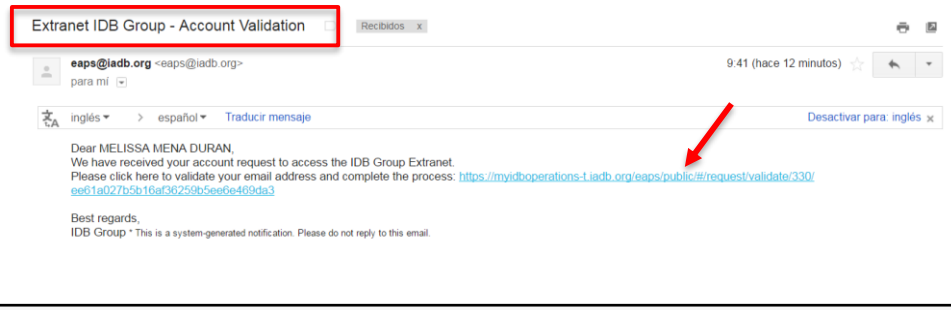
Request an Account – IDB Extranet

Instructions	View
9) Click on the triangle on the "My relationship with the bank is" field to open the dropdown menu and select the reason for the request. Select **I am a client of the bank.**	
10) Two new fields will open, when you select **Operational / Projects**. Complete the **Country** field with the name of the country to which your institution belongs. When you start typing the system will suggest options, please select the correct one. Complete the **Institution** field with the name of the institution for which you work. When you start typing the system will suggest options, please select the correct one.	

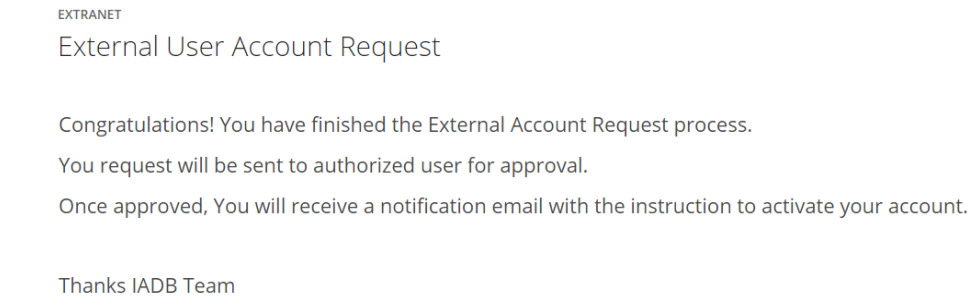
Request an Account – IDB Extranet

Instructions	View
11) When selecting your institution, automatically, the **Projects** field will show information about the projects you will have access to. Click **Next** to submit your request.	
12) Mark the box **Accept Terms and Conditions** and click **Accept.**	

Request an Account – IDB Extranet

Instructions	View
13) A notification will appear on the screen indicating that the request has been sent and that you must validate your account to complete the process. Go to your email inbox associated with your requested account. IMPORTANT: Do not close this screen until you confirm that you have the validation notification in your email account. If you have not received it yet, click on "**Send Verification e-mail**".	
14) You should have in your inbox an email with the subject "Extranet IDB Group- Account Validation". Open the email and click on the link to validate your account.	

Request an Account – IDB Extranet

Instructions	View
15) A notification will appear on the screen indicating that **the request has been sent and that you have finished the request process.** The system will send your request for approval. Once your request is approved, you will received an email with instructions on how to activate your account.	

NEED HELP?

Contact ExtranetSupport@IADB.ORG to report issues and please include the following information:

1. Description of the issue
2. Screenshots