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







Instructions	View
3) Click on Borrowers and Executors.	IDB Extranet is a secure website exclusively for IDB employees and partners. To login, it is necessary to have a user ID and password. To continue, please choose your corresponding link below. Governor: Borrowers and Executors IDB Employees IDB Retirees
4) In the Extranet login page, find the Need help? section, and under Borrowers, Liaison and Executor, click on Request User Account	Vectors for the Extrant secure website. Uper name Uper

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



Instructions	View
7) OPTIONAL - Complete the Primary Phone field with your phone number and select your country by clicking on the flag icon.	CONTACT INFORMATION Primary Phone
OPTIONAL - Enter your mobile number in the Mobile field and select your country by clicking on the flag icon.	Mobile (201) 555-0123
8) Select your preferred language by clicking the triangle in the Preferred Languages field, and clicking the language of your choice.	Preferred languages



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.	My relationship with the bank is:
Select I am a client of the bank.	NEXT >>
 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. 	My relationship with the bank is: Operational / Projects Country Institution
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.	



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.	Country ARGENTINA Institution MINISTERIO DE EDUCACION Projects 2940/OC-AR (LIAISON) 3455/OC-AR (EXECUTOR) NEXT>>
12) Mark the box Accept Terms and Conditions and click Accept.	EXTRANET EXTERNATE EXTERNATE EXTERNATE EXTERNATE 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.	EXTRANET EXTERNAL USER ACCOUNT REQUEST You have successfully completed the External Account Request Form. In order to complete the external account request procedure, a validation e-mail has been sent to your e-mail address. Please follow the instructions send on the message.
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 ".	If you didn't receive the validation e-mail you can send a new one clicking the button below.
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.	Extranet IDB Group - Account Validation eaps@iabb.org <eaps@iabb.org- para mi e Para mi e Desactivar para. inglés × Para mi e Desactivar para. inglés × Desactivar para. inglés × Desac</eaps@iabb.org-



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.	EXTRANET External User Account Request Congratulations! You have finished the External Account Request process. You request will be sent to authorized user for approval. Once approved, You will receive a notification email with the instruction to activate your account. Thanks IADB Team
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 <u>ExtranetSupport@IADB.ORG</u> to report issues and please include the following information:

- 1. Description of the issue
- 2. Screenshots

