

Refund Registration By Development Partner

To register for a refund request for a trust fund in the Development Partner Center (DPC), follow these steps:

- Navigate to Registration Page
- Enter the Development Partner Center website <u>https://ebizprd.worldbank.org/#/ebiz/dpclogin</u>.
- New User: If you are a new DPC user, select Sign Up.



Complete the indicated fields. Fields with * are mandatory. See the next two pages for more details, as needed.

A Basic Details	
First Name *	
geoute calls	
Middle Name	
Middle Name	
Last Name *	
geoute called	
Country •	
Special Control of Con	*
Organization Name (Entered by	y the User) *
Second Contract	
 Refund Requestor (I) 	 Refund Authorizing Official
Access Requested *	Trust Fund number
Trust Fund	* tf
Add Organization Email Address •	Select Trust Fund or Agency .
sribillnew@mailnesia.com	
Telephone Number *	
+91966652112	0
Language of Correspondence	•
English	×

When completed, select Review and Edit to make needed changes, and Finalize when done.



Select Submit and a confirmation displays.



- OR 2 Existing User: If you are an existing user of the DPC portal, select Sign In and then complete request for refund role.
 - Development Partner Center Sign
 - Select the Portfolio tab > Request Refund Role from Contact Us dialog box.

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Home	Portfolio	Instruments -	Analytics					
				Contact	Us			
				Select			~	>
				Select				
				Reques	t Refund Ro	le		
				ED Advis	sor		e	

4 Select the Requested Role and Submit.



A user can be granted both roles in DPC, requester and authorizing official. However, these roles cannot be performed by the same person for the same refund request. Each user can perform only one role for a particular refund request.

5 Select the Access Required and Submit.

To, *	ebiz_project_dfi_team_inte	ernal_use_only@worldbank.org
Requested role *	Refund requestor	~
Access Required *	Select	~
Message *	Select	
	Agency	
	Trust fund	

A confirmation displays.

Thank you for writing to us



Refund Registration By Development Partner (cont.)

New User Registration Details	New User Sign Up	
 Complete the indicated fields. 	A Basic Details	
Fields with * are mandatory.	First Name *	
	First Name	
	Middle Name	
	Middle Name	
	Last Name *	
	Last Name	
Use the drop-down menus to search for, and select, applicable	Country *	_
information.	Select Country	Ŧ
	Organization Name (Entered by the User) *	
	Organization Name	
	Refund Requestor Refund Authorizing Official	
	Add Organization	
Select the relevant access	Email Address *	
required, Refund Requester	Email Address	
and/or Refund Authorizing	Telephone Number *	
If you need clarification	Telephone Number	0
select the info icon .	Mobile Number	
	Mobile Number	0
	Fax Number	
	Fax Number	0
	Language of Correspondence *	
	English	Ŧ
	Job Title *	
2 When complete, select Review .	Review	



- New User Registration Details (cont.) **Review and Submit**
 - Review the details entered. 1
 - 2 To make edits, select the Edit option.
 - 3 When completed all edits, select Finalize.
 - . . 4



Enter any needed comments and select Submit.	Comments
	Submit Cancel
Upon approval of the role, you will receive an email confirmation.	Confirmation Request has been submitted successfully.

