



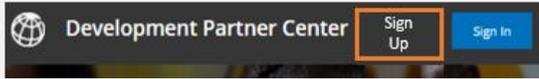
Refund Registration By Development Partner

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

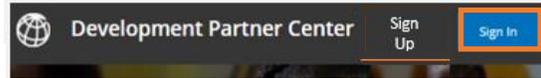
Navigate to Registration Page

1 Enter the Development Partner Center website <https://ebizprd.worldbank.org/#/ebiz/dpclogin>.

2 **New User:** If you are a new DPC user, select **Sign Up**.



OR 2 **Existing User:** If you are an existing user of the DPC portal, select **Sign In** and then complete request for refund role.

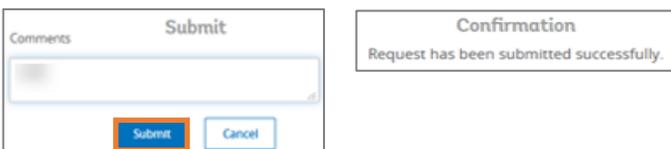


3 Complete the indicated fields. Fields with * are mandatory. See the next two pages for more details, as needed.

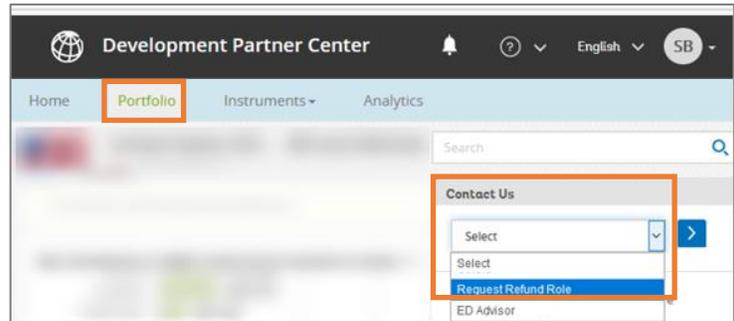
4 When completed, select **Review** and **Edit** to make needed changes, and **Finalize** when done.



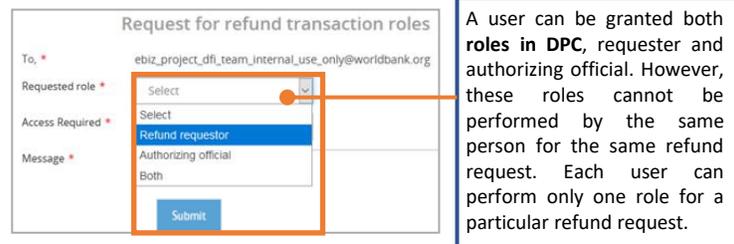
5 Select **Submit** and a confirmation displays.



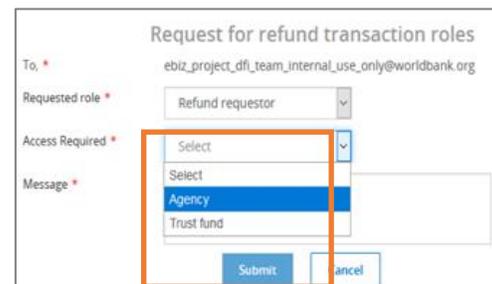
3 Select the **Portfolio** tab > **Request Refund Role** from **Contact Us** dialog box.



4 Select the **Requested Role** and **Submit**.



5 Select the **Access Required** and **Submit**.



A confirmation displays.

Thank you for writing to us



Refund Registration By Development Partner (cont.)

New User Registration Details

- 1 Complete the indicated fields. Fields with * are mandatory.

 Use the **drop-down menus** to search for, and select, applicable information.

Select the relevant access required, **Refund Requester** and/or **Refund Authorizing Officer**.

If you need clarification, select the **info icon**.

New User Sign Up

A Basic Details

First Name *

Middle Name

Last Name *

Country *

Organization Name (Entered by the User) *

Refund Requester ⓘ **Refund Authorizing Officer** ⓘ

Email Address *

Telephone Number *
 ⓘ

Mobile Number
 ⓘ

Fax Number
 ⓘ

Language of Correspondence *

Job Title *

- 2 When complete, select **Review**.



Refund Registration By Development Partner (cont.)

▶ New User Registration Details (cont.) Review and Submit

- 1 Review the details entered.
- 2 To make edits, select the **Edit** option.
- 3 When completed all edits, select **Finalize**.
- 4 Enter any needed comments and select **Submit**.

Review User Details Fields marked with * are mandatory

A Basic Details Edit

Finalize Cancel

Submit

Comments

Submit Cancel

Upon approval of the role, you will receive an email confirmation.

Confirmation
Request has been submitted successfully.



Need Help

If you need help, contact the Trust Fund Refunds team.



Email: trustfundrefunds@worldbank.org