TheIPregistry.org Registration Process

Access theIPregistry.org at app.theIPregistry.org

If you’re a new user click on the “Not registered yet? Sign up here!” link.
If you’re accessing from a recognised IP address the organisation details will be displayed.

If the correct organisation is identified click “Yes, continue and register”.

Welcome to the IP Registry, your IP is recognised for:

- Standard Name: The IP Registry
- PSI Org ID: 2c1100fbc5d2
- Category Description: Corporate
- Size Description: S0
- Type Name: INC
- Type Description: IT Company
- Country Code: GB
- Country Description: UNITED KINGDOM
- Url: theIPRegistry.org

Is this you? Yes, continue and register | No, let me search for a different organisation
Yes, Continue and register

Complete the registration form and accept the Terms & Conditions.

A verification email will be sent to the email address provided. Click on the link to verify your email address*.

That’s it! All done.

*Didn’t receive the verification email? See slide 7 for troubleshooting suggestions.
Click the “No, let me search for a different organisation” button.

You can search using English standard name, local language or aliases.

Or... if the IP address you’re accessing from isn’t recognised...
Review search results

Select your organisation from the list.

Register as shown on page 3.
If your organisation is not found by searching you can request the organisation be created. Your request will be submitted to theIPregistry admin team and you will be sent an invitation to theIPregistry.org.

<table>
<thead>
<tr>
<th>Organisation/Library Name</th>
<th>Organisation/Library Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Mr, Mrs etc</td>
</tr>
<tr>
<td>First Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Confirm Email</td>
<td>Confirm Email</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Telephone Number, please include your country code</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>Mobile Number</td>
</tr>
</tbody>
</table>

[Form]

[Checkbox] Are you the primary contact?

[Save]
Didn’t receive your verification email?

Step 1 – check your spam.

Step 2 – whitelist the admin@thelPregistry.org email address – the easiest way to do this is to add the email address to your contacts. Or you may have to ask your IT department to release the email.

Step 3 – send an email to admin@thelPregistry.org explaining that you didn’t receive your verification email and asking them to send an invitation email.