

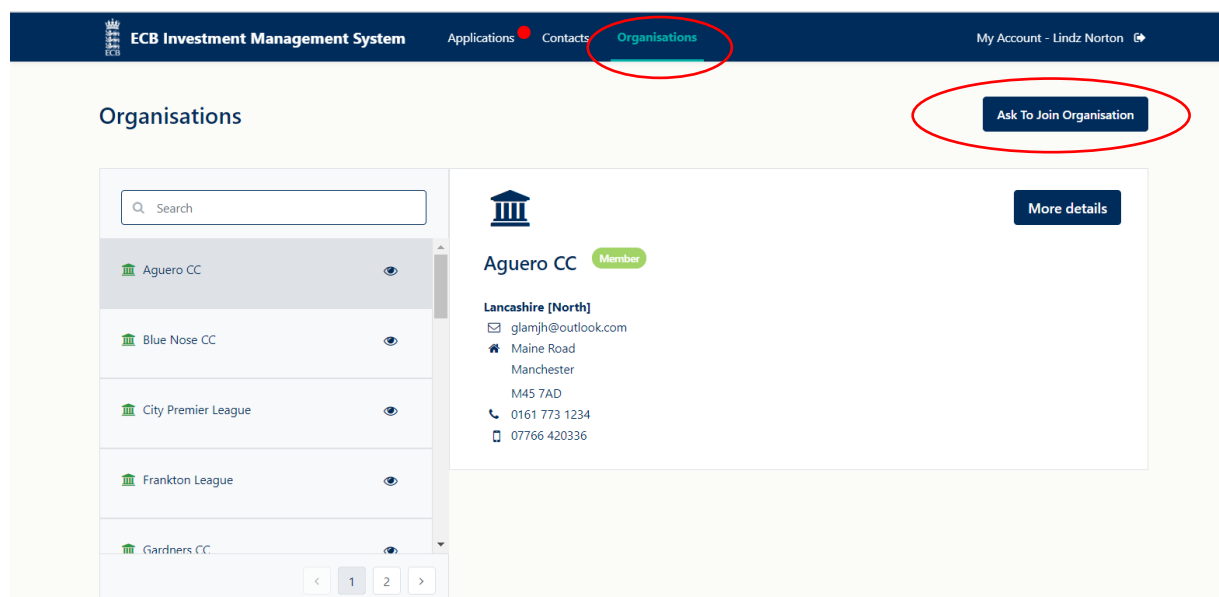
Creating a User Account on IMS at ims.ecb.co.uk

The user should click on **Create Account**.

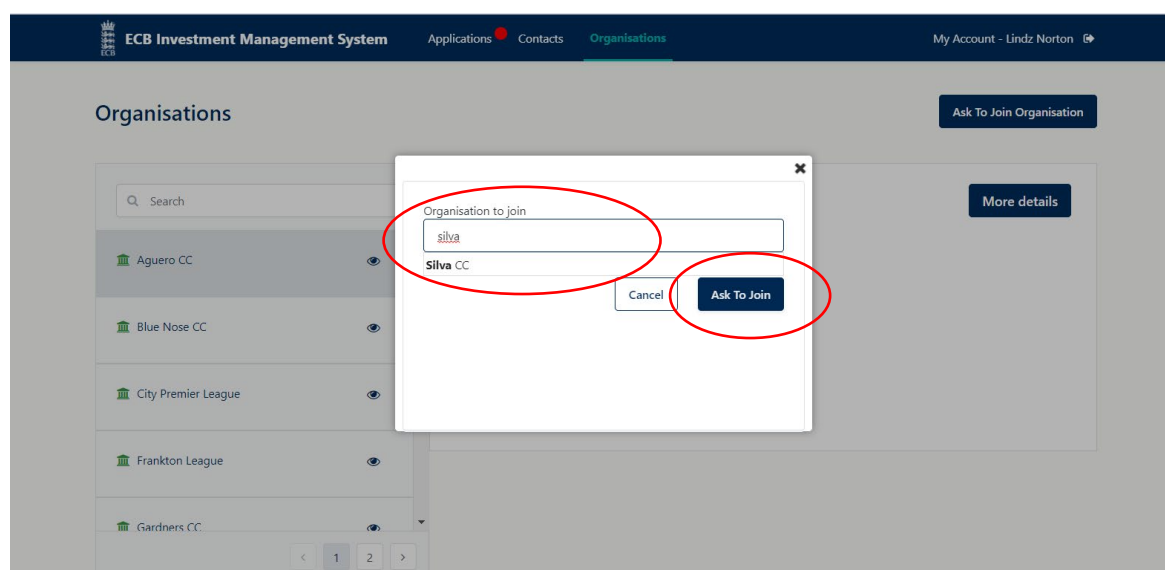
Fill in your personal contact details (using upper and lower case as standard) and click **Register**.

You will receive an email to log on and create a password.

Once registered, if you are the Key Contact for your Organisation, you will need to go to the “Organisations” tab and click on the **Ask to Join Organisation** button.



In the window, type in the name of the organisation. Select the organisation from the list that appears and click on **Ask to Join**.



The Second Signatory will also need to create a User Account and then go to the “Organisations” tab, click on the **Ask to Join Organisation** button. In the window, type in the name of the organisation, select it from the list and click on **Ask to Join**.