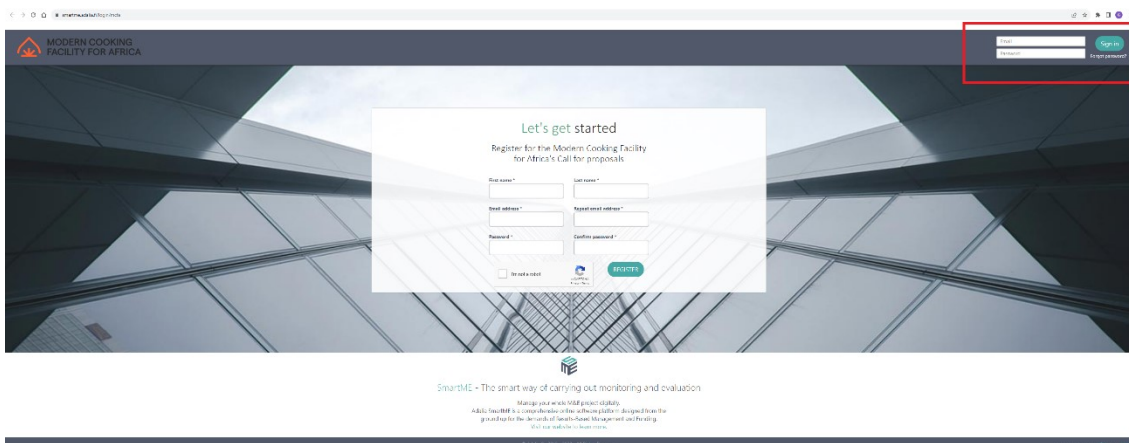# Guidelines for registering the MCFA online application platform
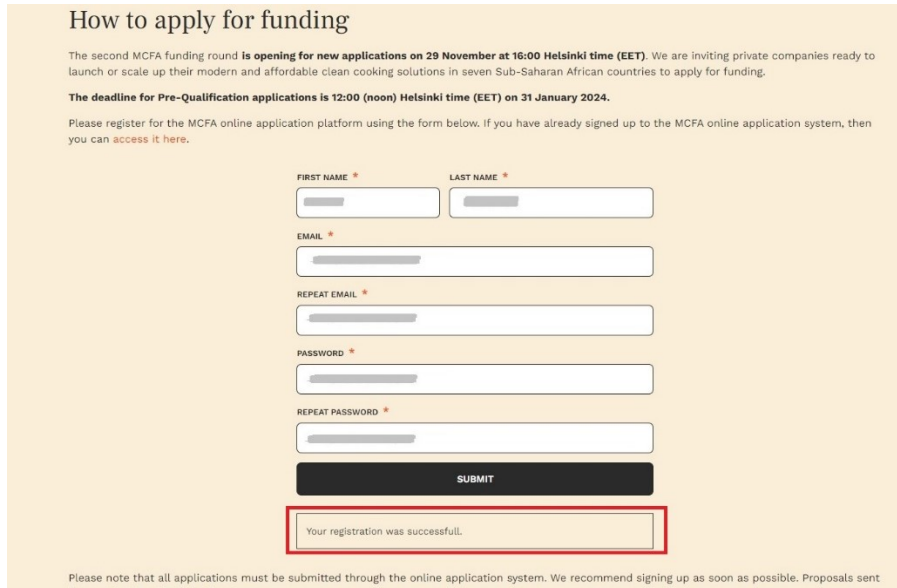
Checklist

✓ Register to the MCFA page form only if it is **the first time that you register** to the platform. If you have just registered and the submit button is grey, check your email inbox or junk folder for the confirmation email.

✓ If you registered to the system previously, sign in directly from the platform (see step 1.A on this guidelines)

✓ Remember that the password needs to be minimum of 14 characters long (including capital letters and numbers)

✓ Revise your inbox & spam/junk folder when looking for the confirmation email (see step 2 on this guidelines)

1. A If you have already registered in the system previously [use this link](#) to sign in and enter your email and password on the top right corner section of the page. Once logged in you can start/continue with your application.

1.B If it is the first time that you register to the system, fill in the form from [MCFA website How to apply section](). Once filled in, a confirmation message will appear in the bottom of the form saying "Your registration was successful"

2. Check the email address you have inserted for a confirmation email from "Modern Cooking Facility for Africa [SmartMe] Confirm Registration". It should arrive in few minutes after filling in the form. Check also your spam/junk inbox if you didn't received it on your main inbox or refresh the page. The email will contain a code that will be needed for confirming the registration.
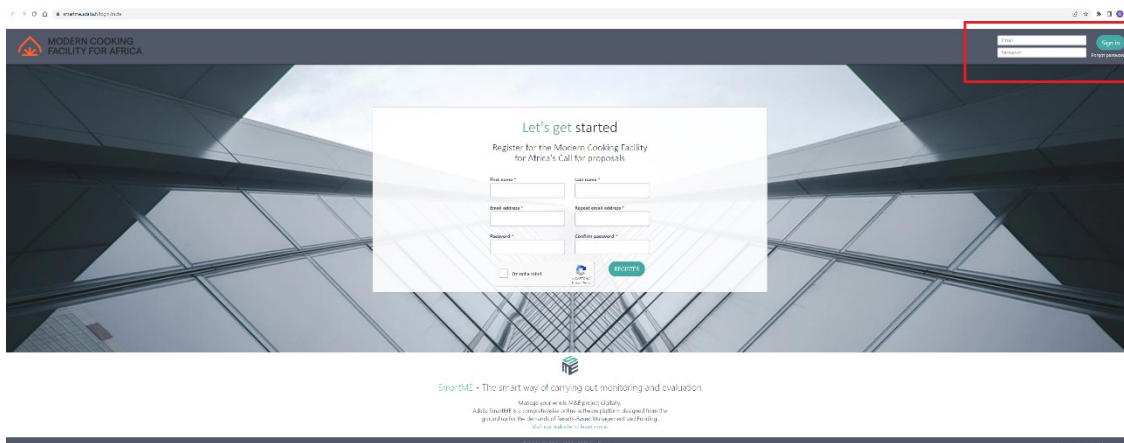
3. After confirmation email and code received go to the [system's registration page]() and sign in with the email and password used in previous steps from the top right corner section of the page. Once logged in insert the code from the email received in the page to "Activate the account" and click on Activate button.
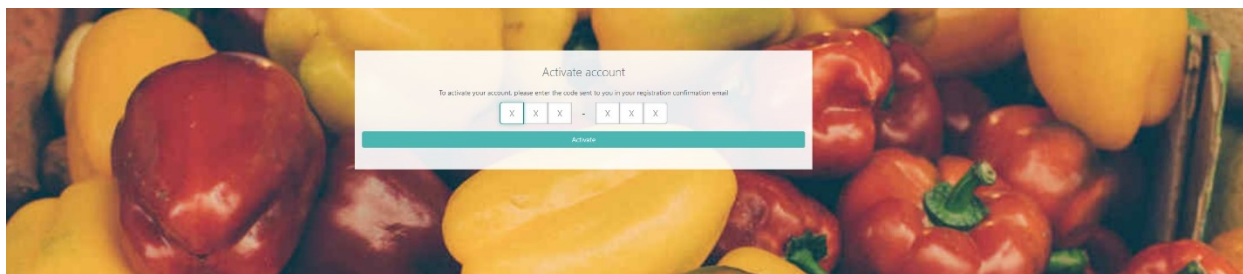
4. To continue to the main page of the platform, a page with the User Agreement and Privacy Policy needs to be accepted first.

5. Once terms accepted, you will be directed to the main page of the platform, where you can start and/or continue your application.