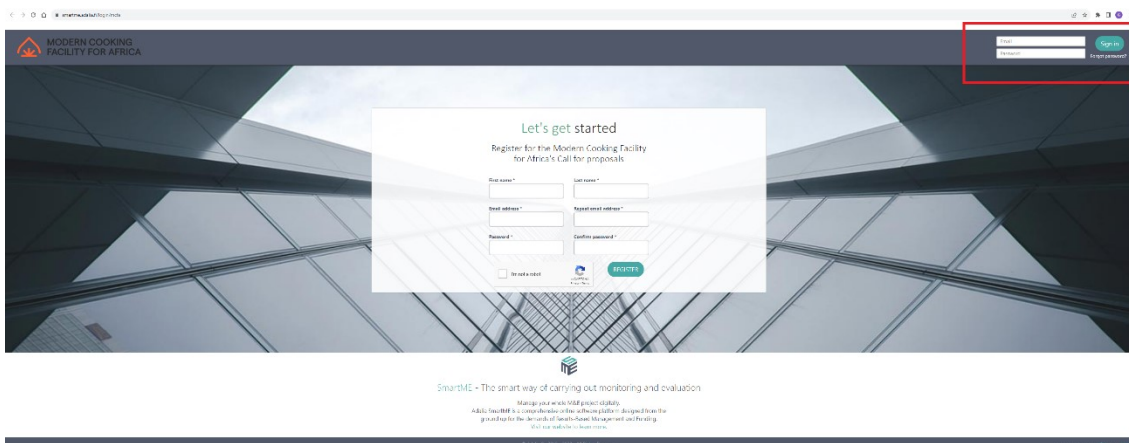


Guidelines for registering the MCFA online application platform

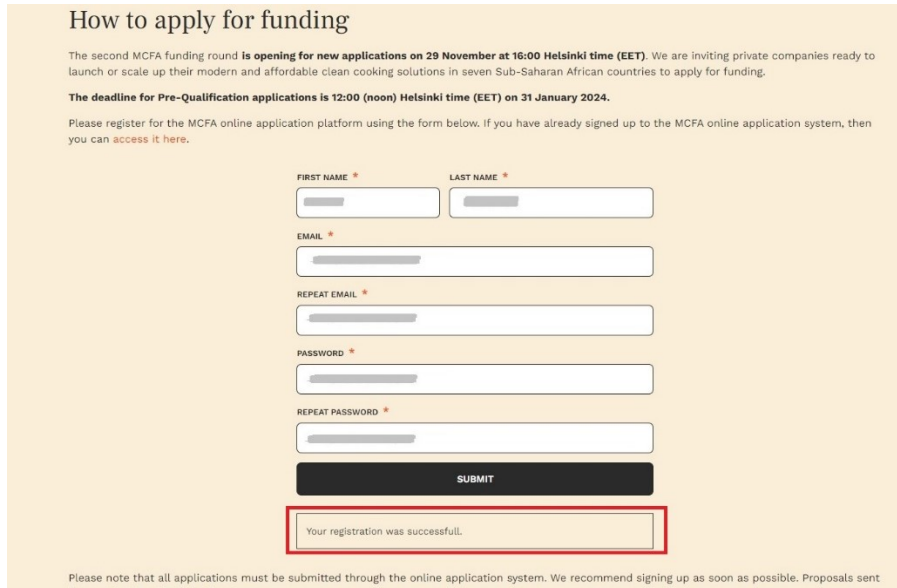
Checklist

- ✓ 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”



How to apply for funding

The second MCFA funding round is opening for new applications on 29 November at 16:00 Helsinki time (EET). We are inviting private companies ready to launch or scale up their modern and affordable clean cooking solutions in seven Sub-Saharan African countries to apply for funding.

The deadline for Pre-Qualification applications is 12:00 (noon) Helsinki time (EET) on 31 January 2024.

Please register for the MCFA online application platform using the form below. If you have already signed up to the MCFA online application system, then you can [access it here](#).

FIRST NAME * LAST NAME *

EMAIL *

REPEAT EMAIL *

PASSWORD *

REPEAT PASSWORD *

SUBMIT

Your registration was successful.

Please note that all applications must be submitted through the online application system. We recommend signing up as soon as possible. Proposals sent by e-mail will not be considered.

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.



[SmartME] Confirm Registration

Modern Cooking Facility for Africa <noreply@adila.fr>

smartME

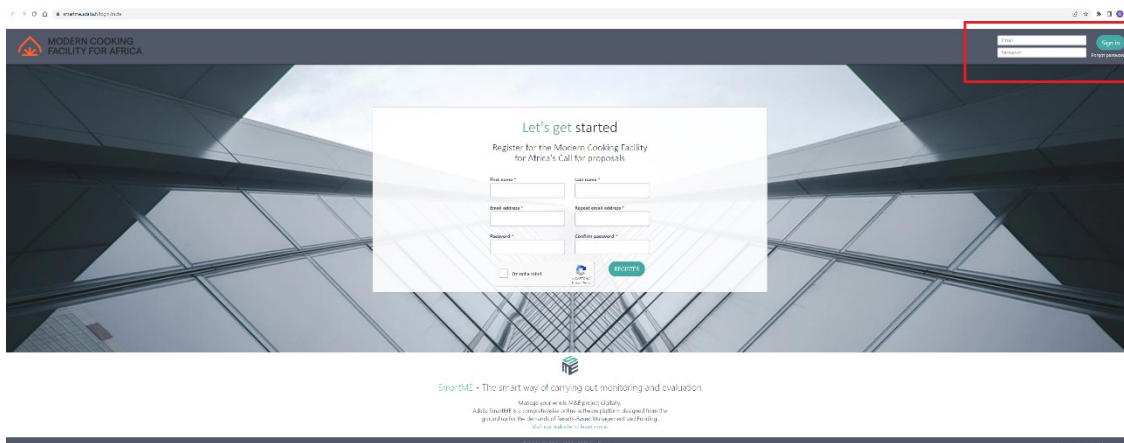
Confirm Registration

Please confirm your registration by entering this code.

1 2 3 4 5 6 7 8

This message was sent by [SmartME](#)

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.

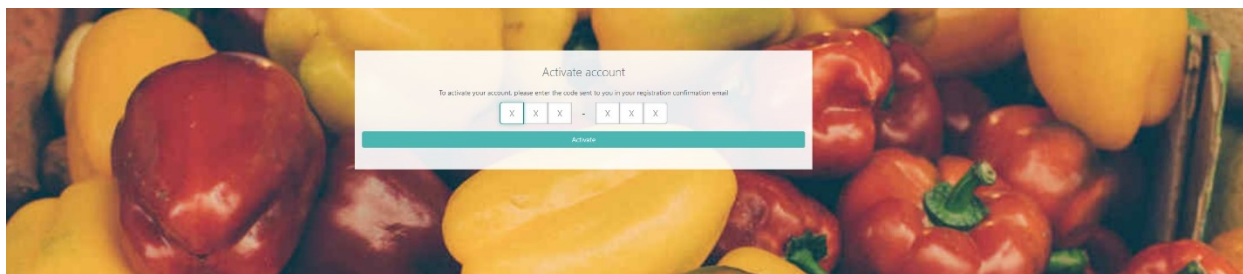


Let's get started
Register for the Modern Cooking Facility for Africa's Call for proposals

First name *
Last name *
Email address *
Password *
Confirm password *

☐ Do not ask me

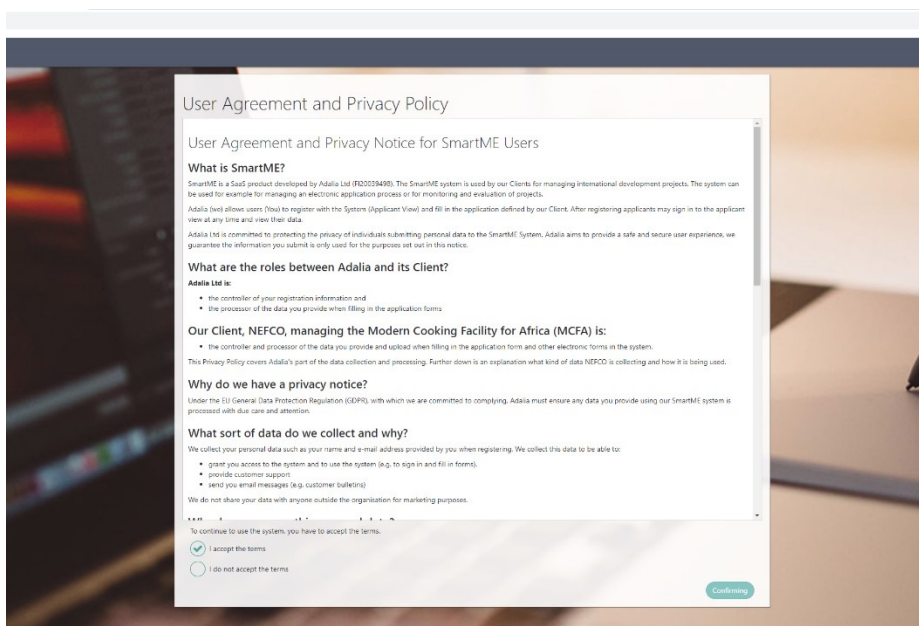
SmartME - The smart way of carrying out monitoring and evaluation
Manage your own data project online
Adalia SmartME is a cloud-based system designed for the management of the SmartME system, designed for the management of the SmartME system, designed for the management of the SmartME system.



Activate account
To activate your account, please enter the code sent to you in your registration confirmation email

X X X X X X

4. To continue to the main page of the platform, a page with the User Agreement and Privacy Policy needs to be accepted first.



User Agreement and Privacy Policy
User Agreement and Privacy Notice for SmartME Users

What is SmartME?
SmartME is a SaaS product developed by Adalia Ltd (120039480). The SmartME system is used by our Clients for managing international development projects. The system can be used for example for managing an electronic application process or for monitoring and evaluation of projects.
Adalia (we) allows users (You) to register with the System (Application View) and fill in the application defined by our Client. After registering applicants may sign in to the applicant view at any time and view their data.
Adalia Ltd is committed to protecting the privacy of individuals submitting personal data to the SmartME system. Adalia aims to provide a safe and secure user experience, we guarantee the information you submit is only used for the purposes set out in this notice.

What are the roles between Adalia and its Client?
Adalia Ltd is:
• the controller of your registration information and
• the processor of the data you provide when filling in the application forms.

Our Client, NEFCO, managing the Modern Cooking Facility for Africa (MCFA) is:
• the controller and processor of the data you provide and upload when filling in the application form and other electronic forms in the system.
This Privacy Policy covers Adalia's part of the data collection and processing. Further down is an explanation what kind of data NEFCO is collecting and how it is being used.

Why do we have a privacy notice?
Under the EU General Data Protection Regulation (GDPR), with which we are committed to complying, Adalia must ensure any data you provide using our SmartME system is processed with due care and attention.

What sort of data do we collect and why?
We collect your personal data such as your name and e-mail address provided by you when registering. We collect this data to be able to:
• grant you access to the system and to use the system (e.g. to sign in and fill in forms);
• provide customer support;
• send you email messages (e.g. customer bulletins).
We do not share your data with anyone outside the organization for marketing purposes.

To continue to use the system you have to accept the terms.
☒ I accept the terms
☐ I do not accept the terms

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

