INTRODUCTION

This step-by-step guide is designed to help Women’s Empowerment Principles (WEPs) signatories create an account on the WEPs website and create a company profile page.

The company profile page establishes each signatory as a member of the WEPs community. It provides an opportunity to share what your company is doing to advance gender equality and women’s empowerment in the workplace, marketplace and community.

For now, the company profile page is based on the information you provided while completing the WEPs online application form, including:

- Full CEO name, photo and quote
- General company information: e.g. ownership, number of employees, percent of women employees, UN Global Compact membership
- Industry and location

In the future we will also be adding a new section where you can upload your WEPs action plan, WEPs case study and your company’s annual report covering gender equality and women’s empowerment.

CREATE AN ACCOUNT

Conditions

WEPs online application ➤ Approval ➤ Creation of Account ➤ Creation of Profile Page

- Only approved WEPs signatories featured on the global listing page can create a company profile page.
- You will need to create an account at weps.org before you can create a company profile page.

The contact details provided during the WEPs application process are the only emails associated with the company profile page. This includes the email of the CEO or president, and the primary and secondary contacts. If you need to update these details, please email us at weps@unwomen.org.

Register as a member

WEPs online application ➤ Approval ➤ Creation of Account ➤ Creation of Profile Page
1. Go to weps.org and click ‘Sign In’ in the red box in the upper right corner.

2. The login page will open. Click ‘Sign up now’ to register as a member.
3. The register page will open. Please complete all fields on the registration form as follows.

Please enter your email. **Note that it must be one of the contact emails provided at the time of completing the WEPs application.**

Click “Send verification code”. A verification code will be automatically sent to the email address you provided.

The verification code is a **six-digit number**. Enter the code into the form and click “Verify code.”

Enter a new password and confirm.

Complete the remaining fields.

Read the terms of use and privacy policy, and then check the box and click “Create”.

You have now created an account and can create your company’s profile page.
CREATE COMPANY PROFILE PAGE

WEPs online application ➤ Approval ➤ Creation of Account ➤ Creation of Profile Page

1. Go to weps.org
2. Click “Sign in” in the upper right corner
3. Login: Enter the email address and password you used to create your WEPs account.
4. Click “Create/Edit Company Profile”. The page will open to allow you to edit the profile.

5. Edit your company profile: Please verify that all information is correct, making any changes as necessary.
6. Click on the green “Save” button to create the company profile page.

7. Check your company’s name on the global list of the WEPs signatories.

8. You can now see your completed profile page.

CONGRATULATIONS!
You have now taken a step forward in your WEPs Journey.

We will be in touch with more opportunities to showcase the work of your company to advance gender equality and women’s empowerment in the workplace, marketplace and community.