

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

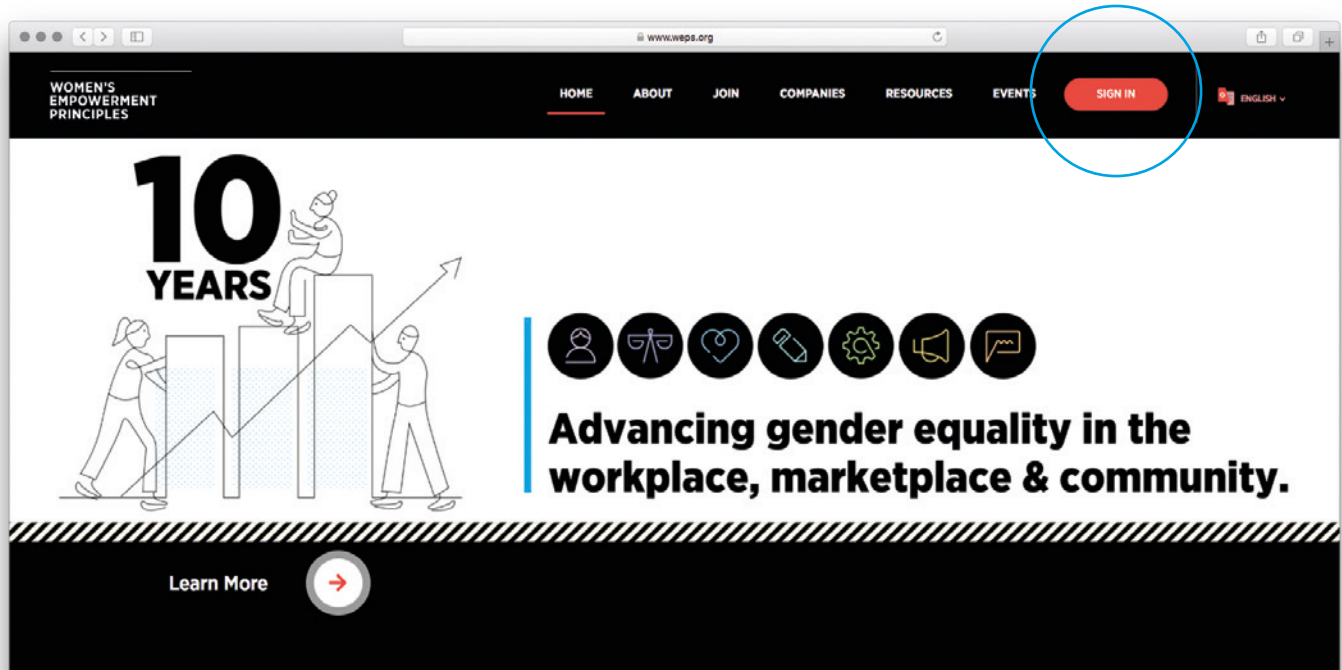
- Only approved WEPs signatories featured on the [global listing page](#) can create a company profile page.
- You will need to create an account at weps.org before you can create a company profile page.

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.

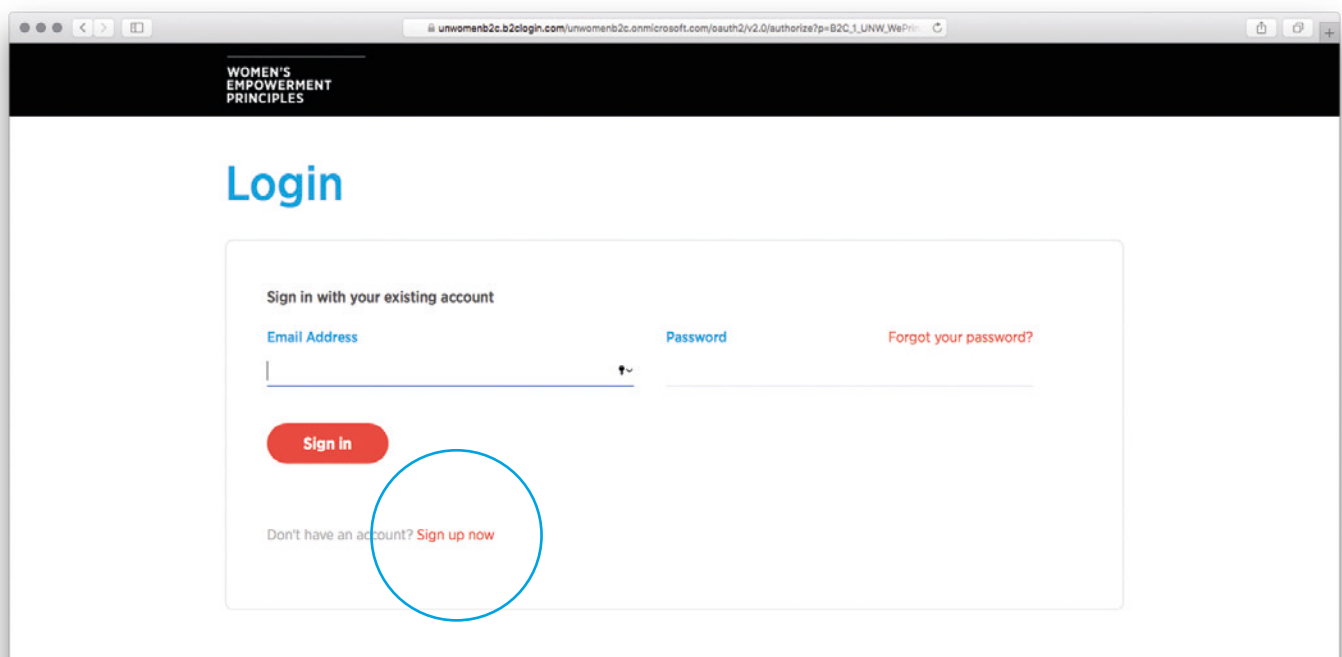
Register as a member

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.

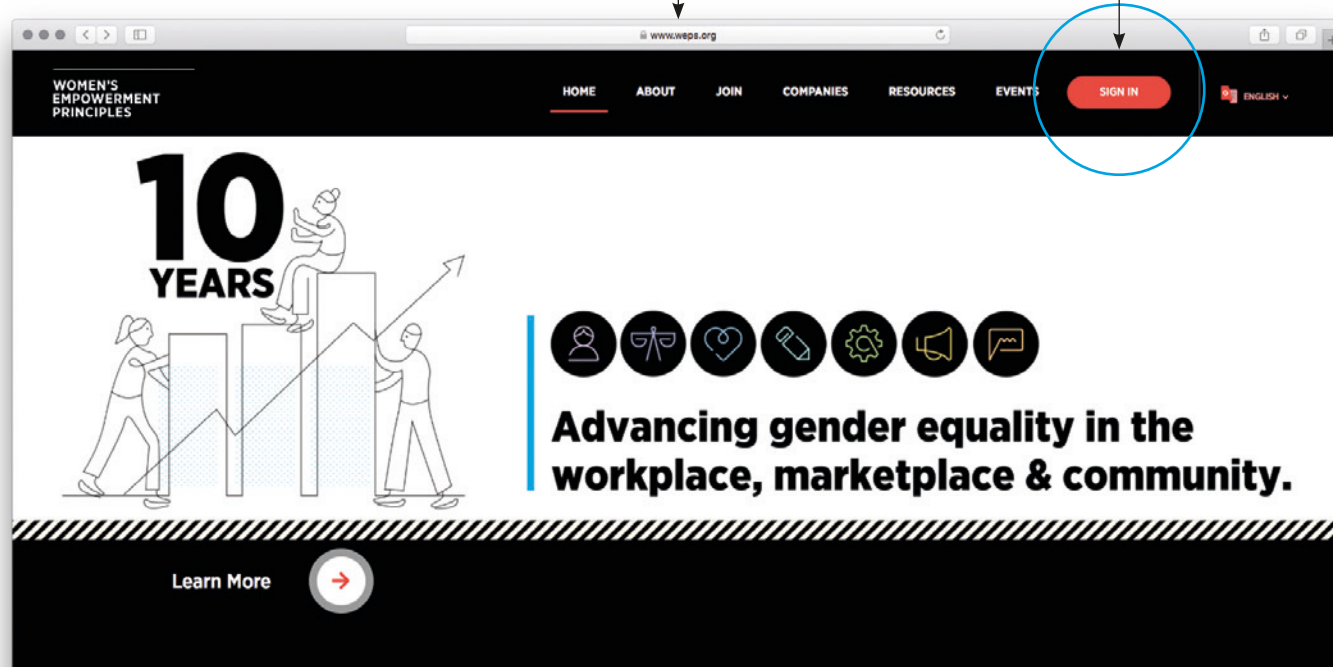
The screenshot shows the 'Register' page of the WEPS system. The page has a black header with 'WOMEN'S EMPOWERMENT PRINCIPLES' in white. The main heading is 'Register' in blue. Below it, a form titled 'Please provide the following details.' contains several fields: 'Email Address', 'Verification code' (with a 'Send verification code' button), 'New Password', 'Confirm New Password', 'First Name', 'Last Name', 'Country/Region' (a dropdown menu), and 'Gender' (a dropdown menu). At the bottom, there is a 'Terms & Conditions' section with a checkbox and the text 'Check the box if you agree with WEPS Terms of Use and Privacy Policy'. Below this are two red buttons: 'Create' and 'Cancel'. The 'Create' button is circled in blue. To the right of the form, there are several text boxes with arrows pointing to specific parts of the form: 1. 'Please enter your email. **Note that it must be one of the contact emails provided at the time of completing the WEPS application.**' points to the 'Email Address' field. 2. 'Click "Send verification code". A verification code will be automatically sent to the email address you provided.' points to the 'Send verification code' button. 3. 'The verification code is a **six-digit number**. Enter the code into the form and click "Verify code."' points to the 'Verification code' field and the 'Verify code' button. 4. 'Enter a new password and confirm.' points to the 'New Password' and 'Confirm New Password' fields. 5. 'Complete the remaining fields.' points to the 'First Name', 'Last Name', 'Country/Region', and 'Gender' fields. 6. 'Read the terms of use and privacy policy, and then check the box and click "Create".' points to the 'Terms & Conditions' section and the 'Create' button.

**You have now created an account and can
create your company's profile page.**

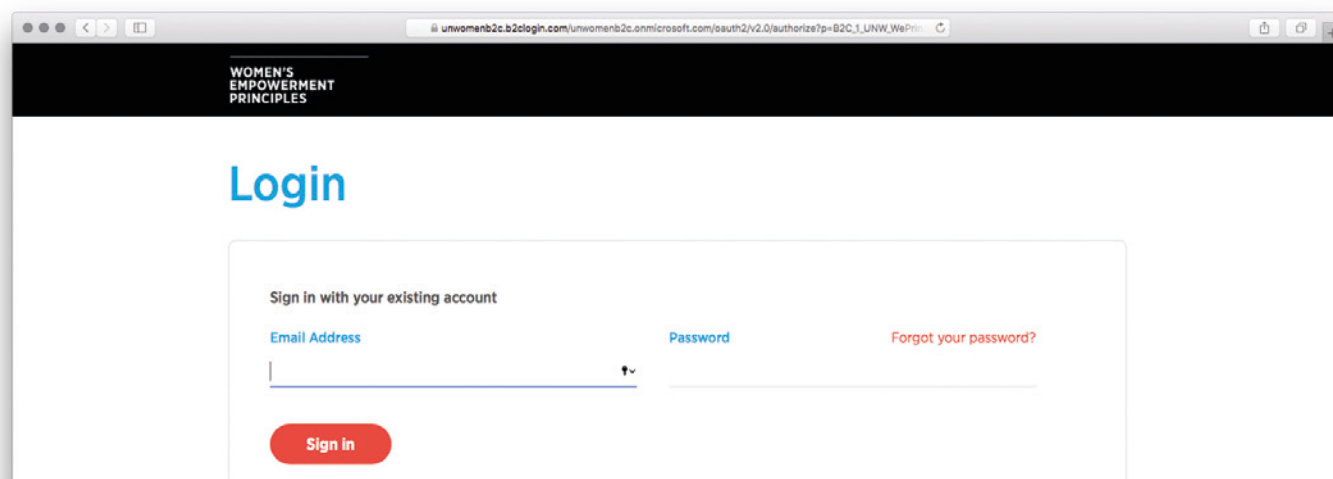
CREATE COMPANY PROFILE PAGE

WEPS online application ► Approval ► Creation of Account ► **Creation of Profile Page**

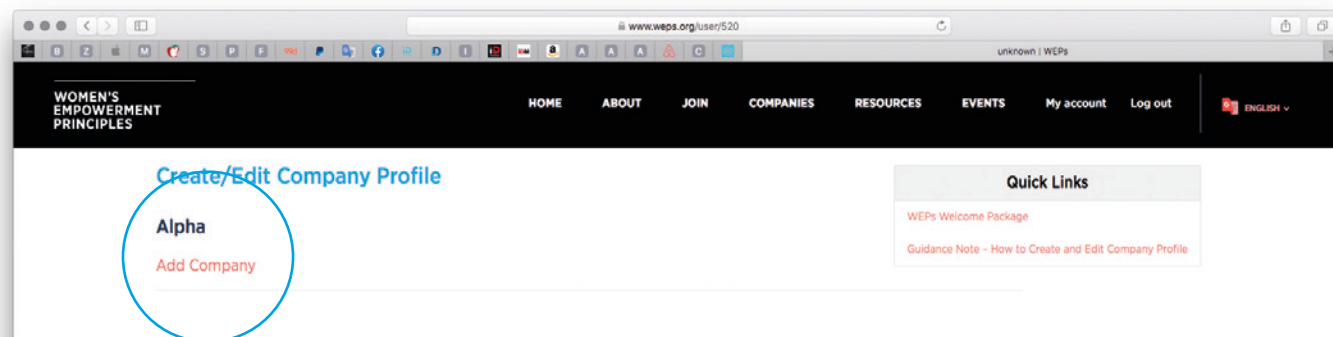
1. Go to weps.org
2. Click “Sign in” in the upper right corner



3. **Login:** Enter the email address and password you used to create your WEPS account.



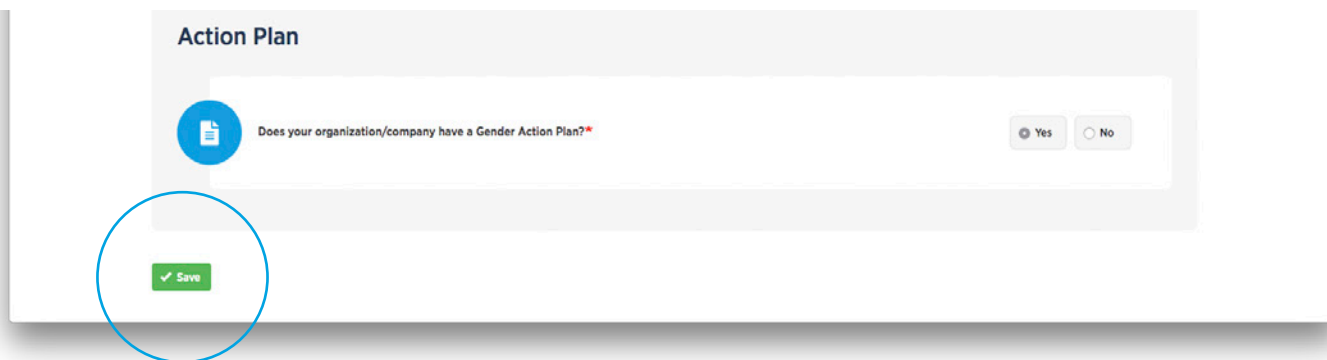
4. Click “Create/Edit Company Profile”. The page will open to allow you to edit the profile.



5. Edit your company profile: Please verify that all information is correct, making any changes as necessary.

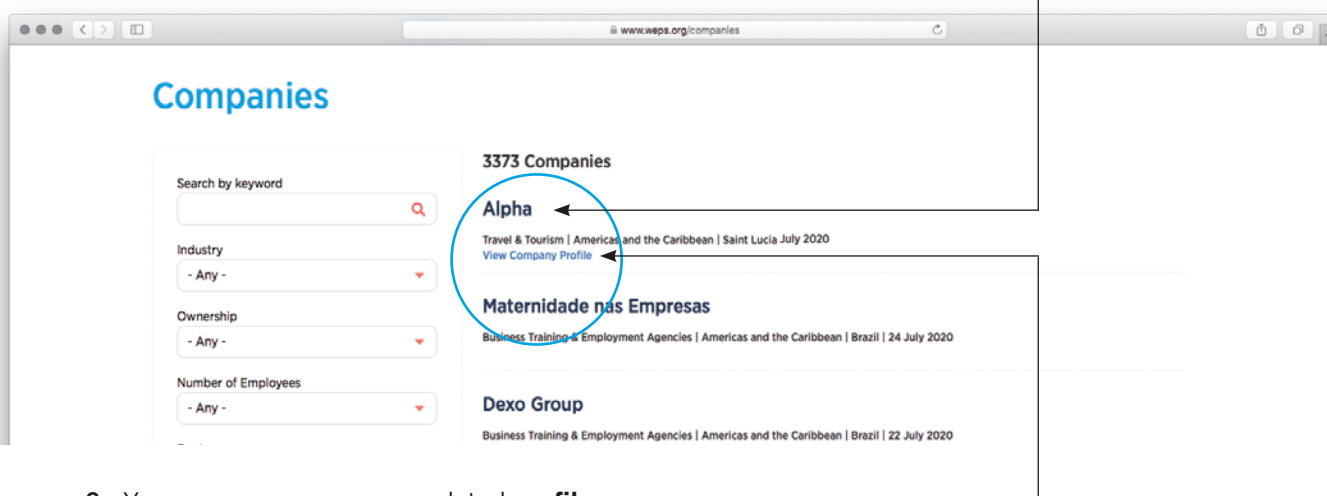
A screenshot of the 'Create Company' form on the WEPS website. The form is titled 'Create Company' in blue. It has a section for 'Chief Executive Officer' with the following fields: 'First Name*' (Zoe), 'Last Name*' (Porphyrogenita), 'Gender*' (Female), 'Email*' (oliver.gantner@unwomen.org), and 'Full Job Title*' (CEO). Below these is a 'CEO Signature*' field with a file upload button and a file named 'CEO Statement of Support English.pdf' (130.45 KB). There is a checkbox 'Include file in display' which is checked, and a red 'Remove' button. At the bottom is a 'CEO Quote*' field. The 'JOIN' link in the header is underlined.

6. Click on the green “Save” button to create the company profile page.



The screenshot shows a form titled "Action Plan". It contains a question: "Does your organization/company have a Gender Action Plan?". There are two radio buttons, "Yes" and "No". Below the question, there is a green button with a checkmark and the word "Save". A blue circle highlights the "Save" button.

7. Check **your company's name** on the global list of the WEPS signatories.



The screenshot shows a web browser displaying the "Companies" page on www.weps.org. The page lists 3373 companies. The first company listed is "Alpha", with details: "Travel & Tourism | Americas and the Caribbean | Saint Lucia July 2020" and a link "View Company Profile". The second company is "Maternidade nas Empresas", with details: "Business Training & Employment Agencies | Americas and the Caribbean | Brazil | 24 July 2020". The third company is "Dexo Group", with details: "Business Training & Employment Agencies | Americas and the Caribbean | Brazil | 22 July 2020". A blue circle highlights the company name "Alpha".

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.

Produced by the WE EMPOWER-G7
programme of UN Women and ILO with
funding from the European Union.



Funded by the European Union