**INTRODUCTION**

This step-by-step guide is designed to help Women’s Empowerment Principles (WEPs) signatories register an account on the WEPs website that enables you to edit your company's 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.

You can only create or edit a company profile page once your company has been approved as a WEPs signatory. If you have not yet submitted your WEPs application, please follow the steps [here](#).

For new signatories, the company profile page is automatically created once the application is approved and published online. If your company joined the WEPs prior to April 2021, you will need to create your company profile page. In both cases, you would need to register an account to create or edit your company profile page. The company profile page is based on the information you provided in the WEPs online application form.

The following information are automatically published:

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

Please note that the information provided on the three baseline indicators will not be automatically published. However, there is an option, once you edit your company profile page, to keep this information private or public:

- Percentage of women employees
- Percentage of women in management
- Percentage of women on boards

The three baseline indicators may not be changed.
How to Create/Edit a Company Profile Page

STEPS TO REGISTER/EDIT AN ACCOUNT

WEPs application approved before April 2021

- WEPs Online Application
- Approval
- Create Account
- Create Company Profile Page
- Update Profile Page

WEPs application approved after April 2021

- WEPs Online Application
- Approval
- Automatic Creation of Company Profile Page
- Create Account
- Update Profile Page

- As of April 2021, the Company Profile Page is automatically created for new signatories. Please note the different steps to follow.
- You can only update your Company Profile Page once your company has been approved as a WEPs signatory and featured on the global listing page.
- You will need to register an account at weps.org before you can update your 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.

Once the company profile page is created, you have an option to add additional emails in the company profile page for people to edit the profile page. Email holders associated with the company profile (CEO, Primary and Secondary contacts) may add or delete emails.
CREATE AN ACCOUNT

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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 create your account.
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 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/edit your company’s profile page.
CREATE /EDIT COMPANY PROFILE PAGE

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WEPs application approved **after** April 2021

- WEPs Online Application
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- **Automatic Creation of Company Profile Page**
- Create Account
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1. Go to [weps.org](http://weps.org)
2. Click “Sign in” in the upper right corner

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[Image of the WEPs website homepage]
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.
EDIT COMPANY PROFILE PAGE

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WEPs application approved after April 2021

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1. **Edit your company profile:** Please verify that all information is correct, making any changes as necessary.
How to Create/Edit a Company Profile Page

2. Click on the green “Save” button to save the changes and updates to the company profile page.

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

4. You can also see your edited/completed profile on weps.org/companies.

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.