

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.

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.

Women's Empowerment Principles

1
PRINCIPLE

High-level
corporate
leadership

2
PRINCIPLE

Treat all women
and men fairly
at work without
discrimination

3
PRINCIPLE

Employee health,
well-being and safety

4
PRINCIPLE

Education and
training for career
advancement

5
PRINCIPLE

Enterprise
development,
supply chain and
marketing practices

6
PRINCIPLE

Community
initiatives
and advocacy

7
PRINCIPLE

Measurement
and reporting

CREATE AN ACCOUNT

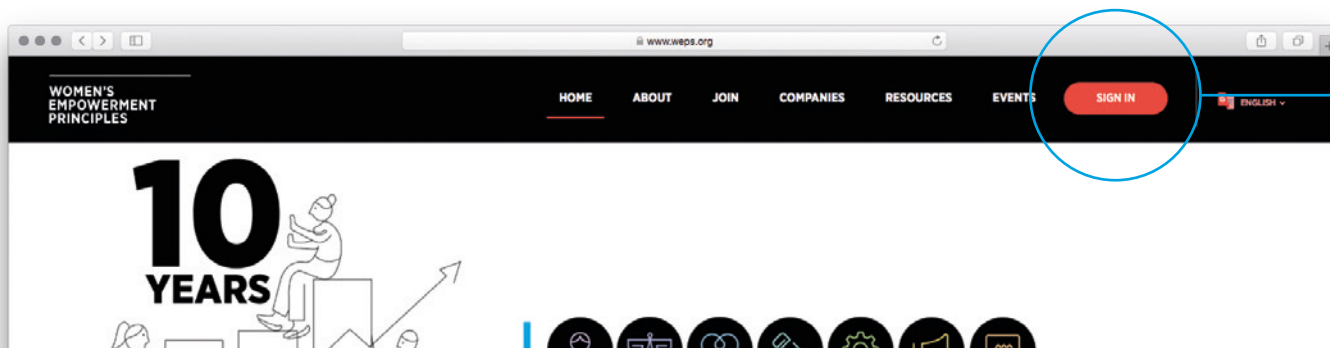
WEPs application approved before April 2021

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

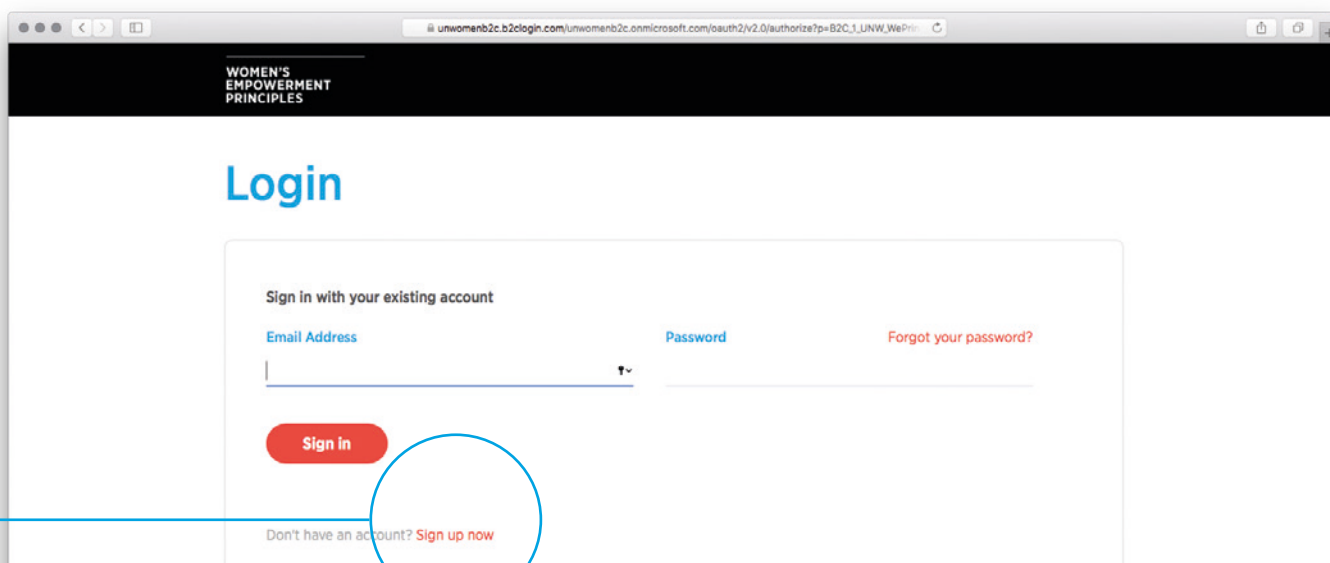
WEPs application approved after April 2021

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

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.

The screenshot shows a web browser window with the URL `unwomenb2c.b2login.com/unwomenb2c.enmicrosoft.com/B2C_1_`. The page title is "WOMEN'S EMPOWERMENT PRINCIPLES" and the main heading is "Register". The form contains the following fields and instructions:

- Email Address:** Please enter your email. **Note that it must be one of the contact emails provided at the time of completing the WEPs application.**
- Verification code:** 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"**.
- New Password:** Enter a new password and confirm.
- Confirm New Password:** Confirm the new password.
- First Name:** Enter your first name.
- Last Name:** Enter your last name.
- Country/Region:** Select your country/region from the dropdown menu.
- Gender:** Select your gender from the dropdown menu.
- Terms & Conditions:** Check the box if you agree with WEPs Terms of Use and Privacy Policy.

At the bottom of the form are two buttons: **Create** and **Cancel**. A blue circle highlights the **Create** button, and an arrow points to it with the instruction: "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

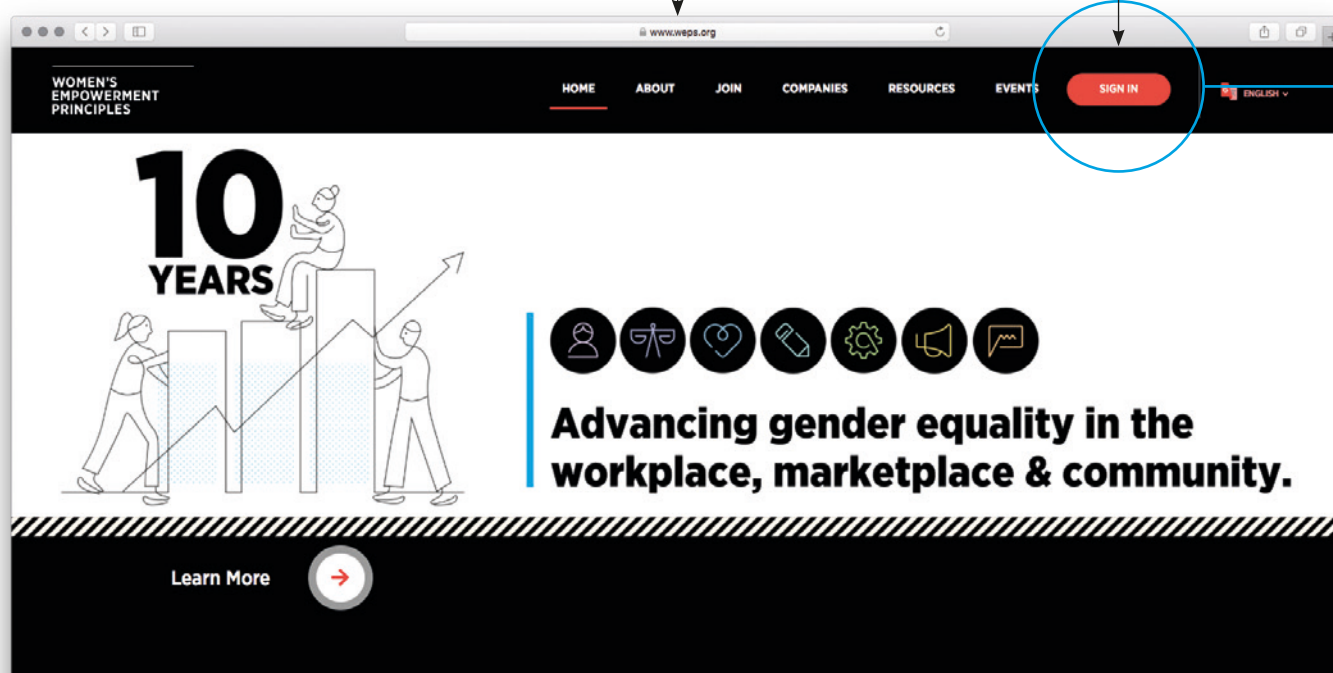
WEPs application approved before April 2021

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

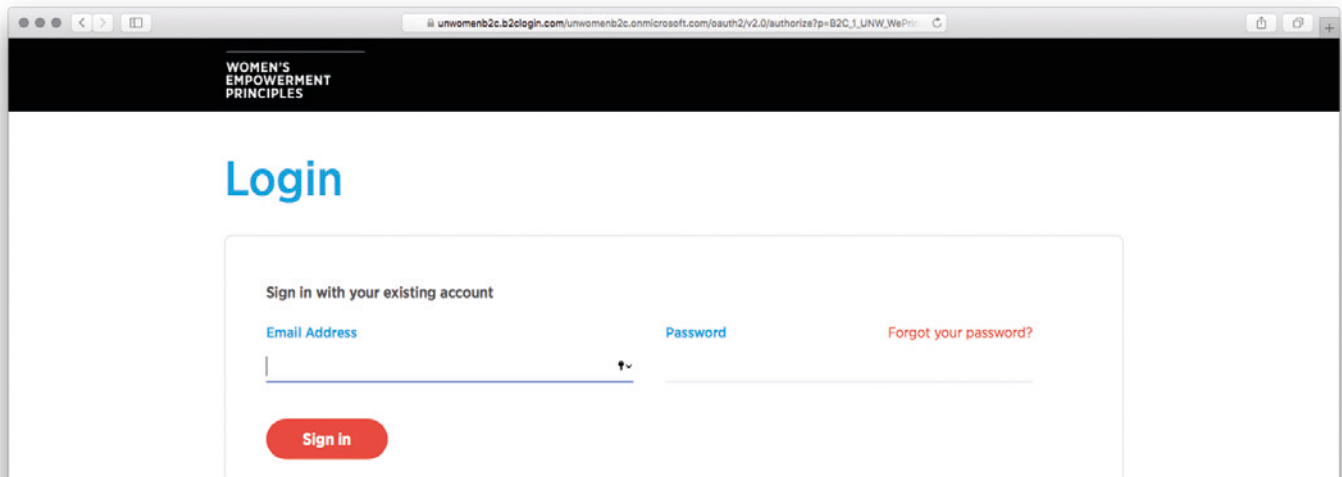
WEPs application approved after April 2021

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

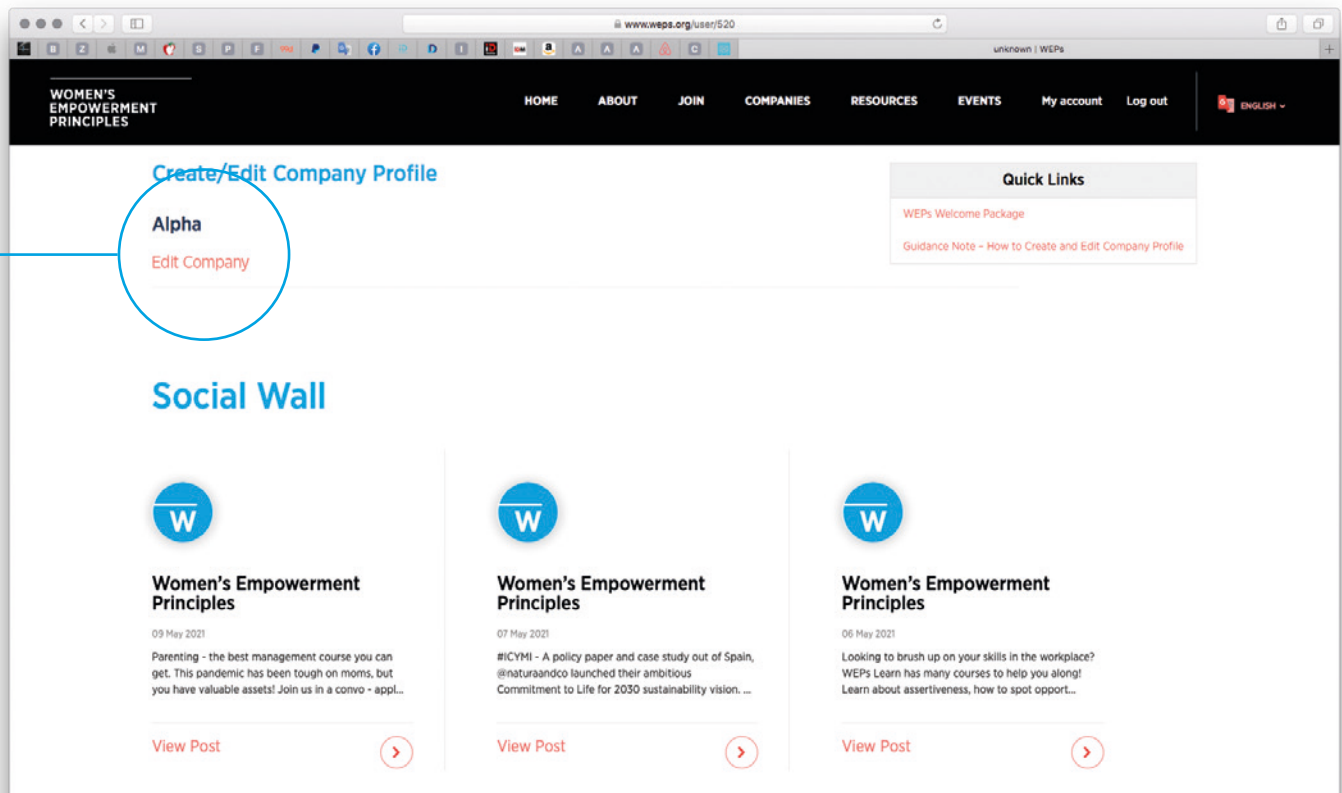
1. Go to weps.org
2. Click "Sign in" in the upper right corner



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.



EDIT COMPANY PROFILE PAGE

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

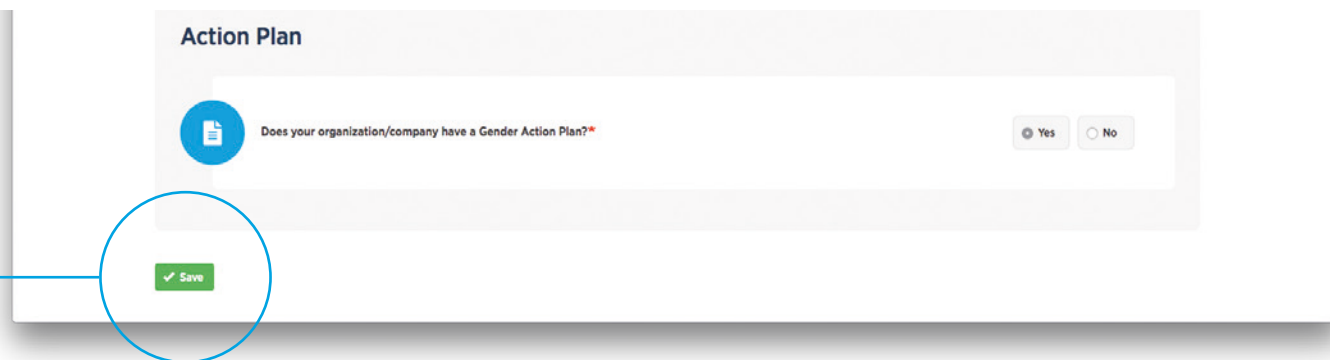
1. **Edit your company profile:** Please verify that all information is correct, making any changes as necessary.

The screenshot shows a web browser window at www.weps.org/join. The page title is "Edit Company". The form is for a "Chief Executive Officer" and contains the following fields:

- First Name***: Zoe
- Last Name***: Porphyrogenita
- Gender***: Female
- Email***: oliver.gantner@unwomen.org
- Full Job Title***: CEO
- CEO Signature***: CEO Statement of Support English.pdf (130.45 KB). Includes a checkbox for "Include file in display" and a "Remove" button. A link for "Upload requirements" is also present.
- CEO Quote***: djchdskchaewjcksvjrecvfjdrfesv/jre/vk

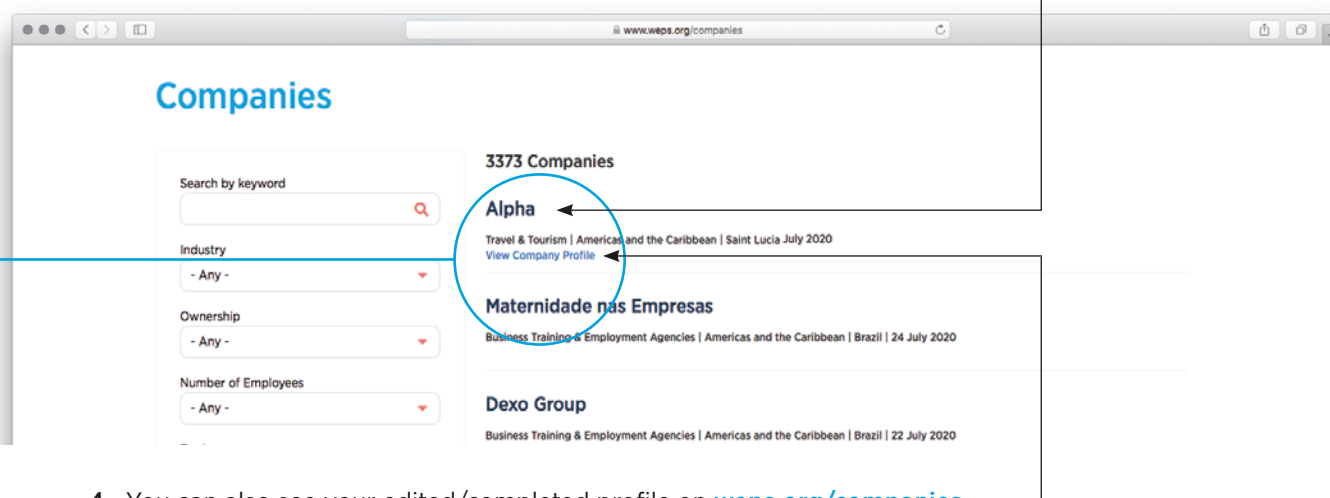
A link for "About text formats" is located at the bottom right of the form.

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



The screenshot shows a form titled "Action Plan" with a question: "Does your organization/company have a Gender Action Plan?*" with "Yes" and "No" radio buttons. Below the question is a green "Save" button with a checkmark icon, which is circled in blue. A blue line extends from the circle to the left edge of the 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](https://www.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.

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



Funded by the European Union