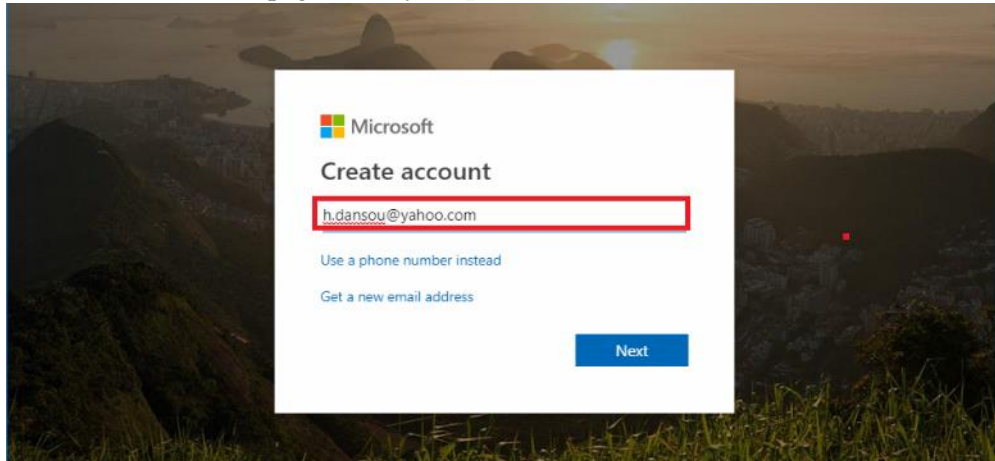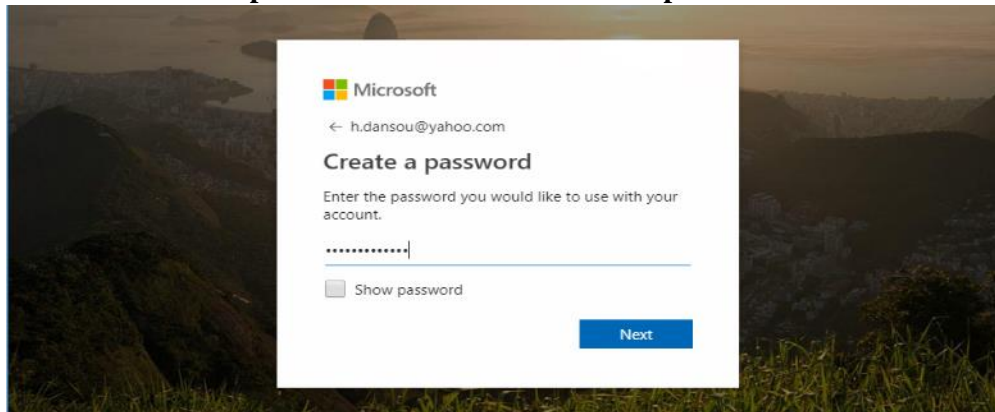# Registration of Microsoft Account

To access the Seamless ANS Reporting Portal, States have to register your email account to create a free Microsoft account with following steps.
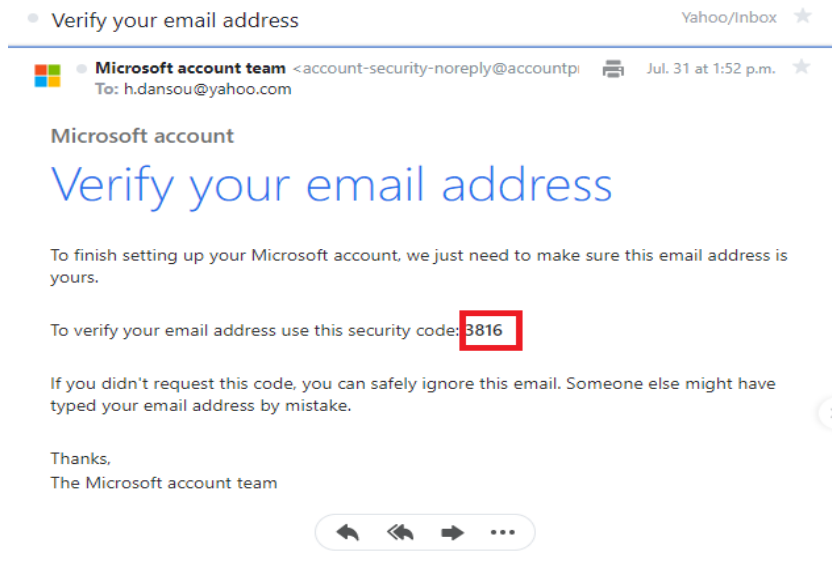
1. Go to site: https://signup.live.com/signup .

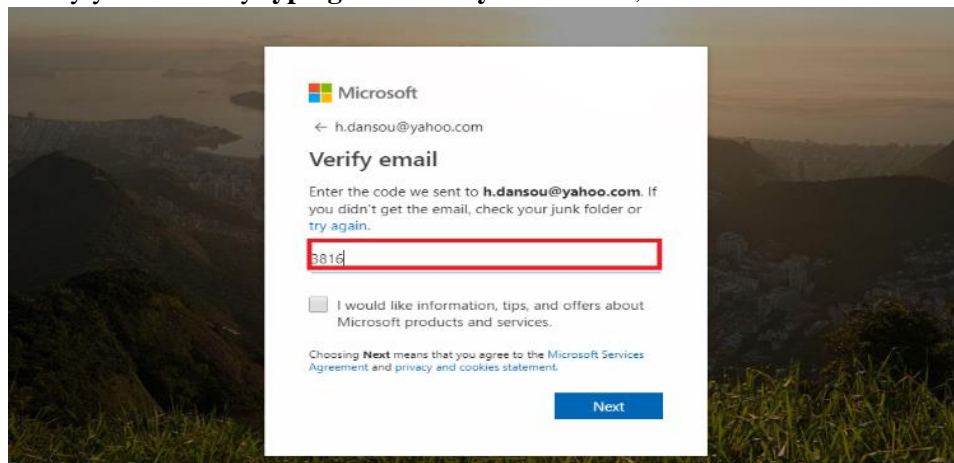2. On the create account page, enter your **personal email** and click on the **Next** button

3. Enter a **password** that you would like to use with your **personal account**, and **click** on the **Next** button. **It is important to memorize or note this password for a future connection**
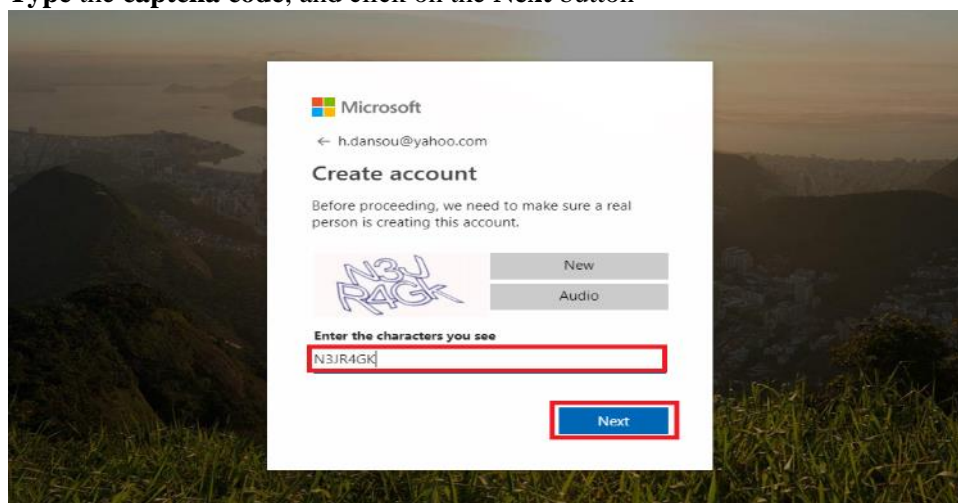
4. Microsoft will send you a **security code** to your **personal email**. Note the security code for the below steps
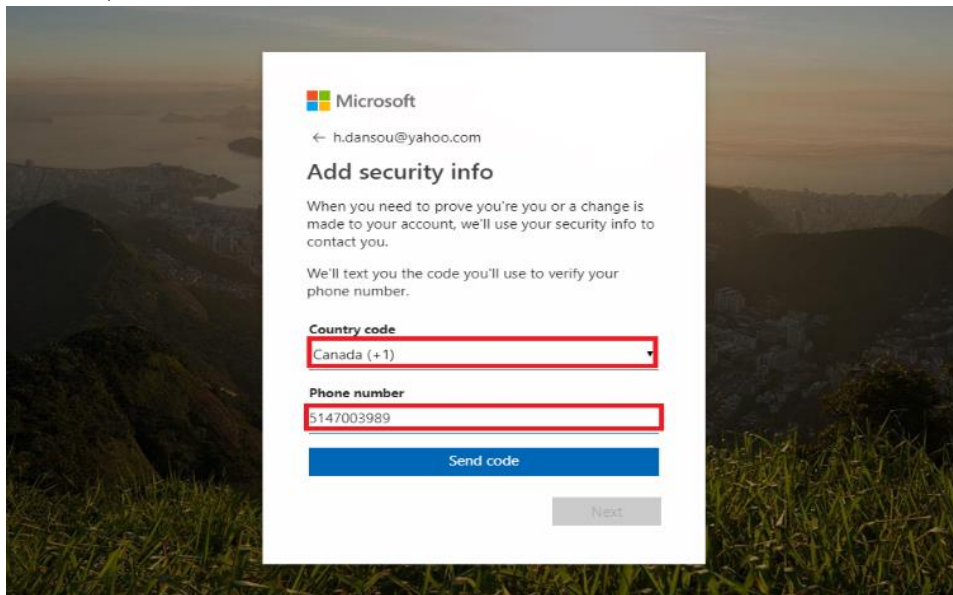

5. Verify your email by **typing** the **security code** above, then click on the **Next** button
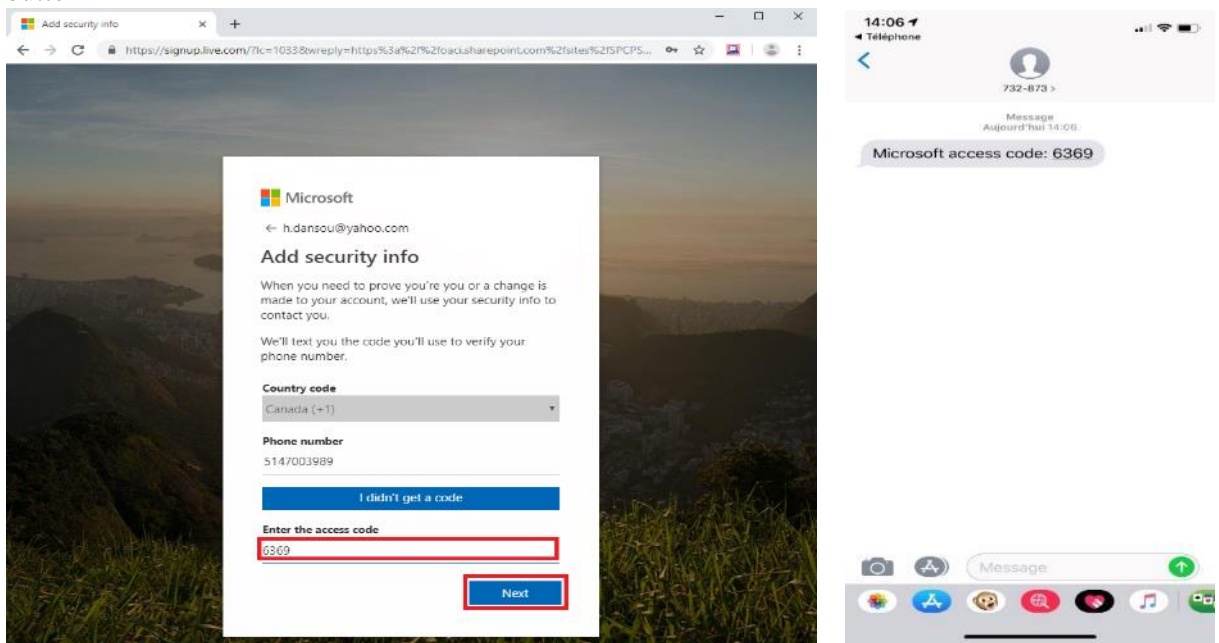

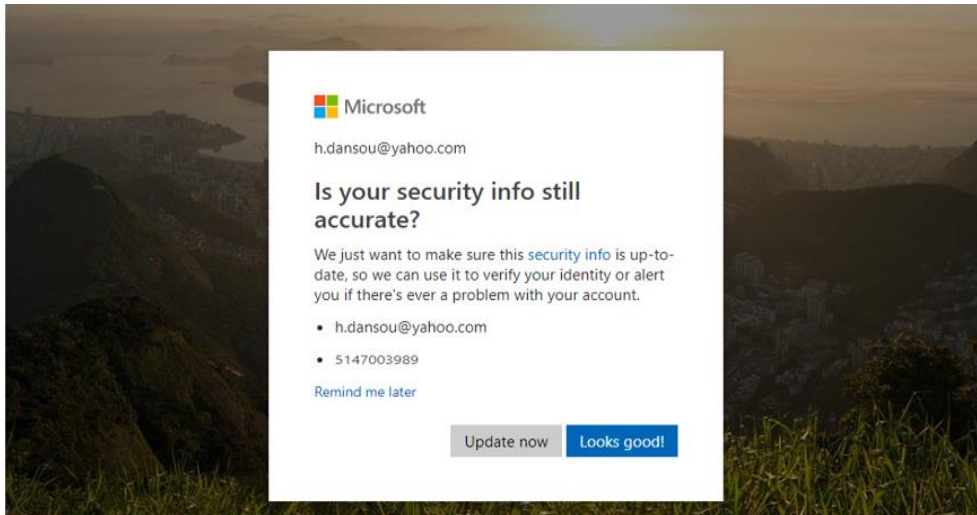**6.** **Type** the **captcha code**, and click on the **Next** button

7. Add security info using your **phone number**. Select your **country code**, and type your **phone number**, then click on **Send code** button

8. Type the **Microsoft access code** sent as SMS to your **phone number**, and **click** on the **Next** button

9. Check again your security info and update them if needed.
Click on **Looks good!** button If all the information are correct.

10. Now, a free Microsoft account is created, remember the email address and password for later Microsoft account login.

11. After above steps, you **must** inform your registered email address to ICAO APAC Regional Office via yluo@icao.int to grant permission on the portal.

Registration
ICAO Officers

ICAO APAC Regional Officers for ANS have been pre-registered to the portal.
To add or update, please contact yluo@icao.int.