

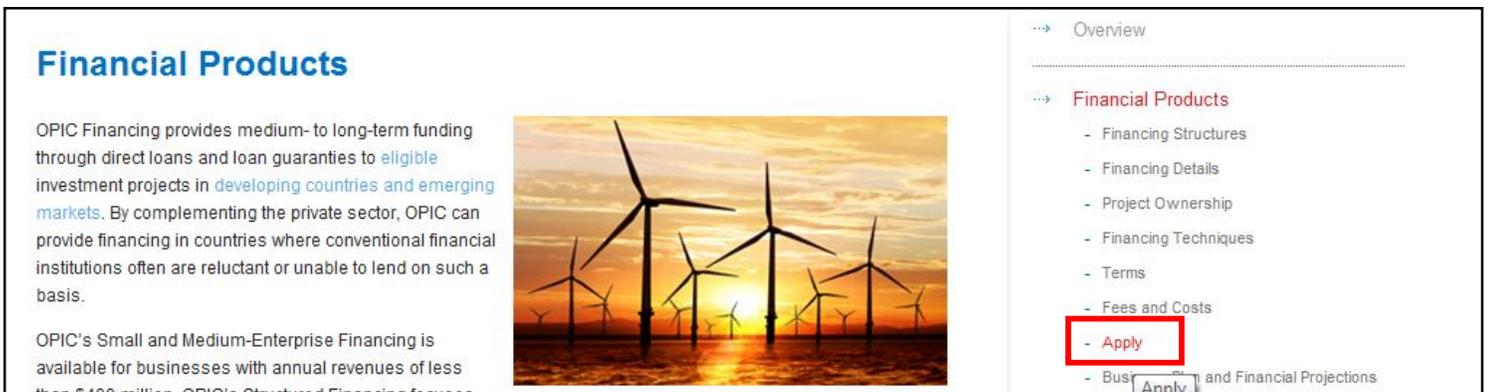
How to Create an Account in OPIC's Application System

Step 1: Go to www.opic.gov. Under "What We Offer," click on either "Financial Products" or "Political Risk Insurance."

Note: The pictures below show a user going through the Financial Products part of the site, but the user will end up in the same place if they go through the Political Risk Insurance part of the site. Once an account is created, the user may fill out applications and associated forms for either or both products, no matter which route they took.

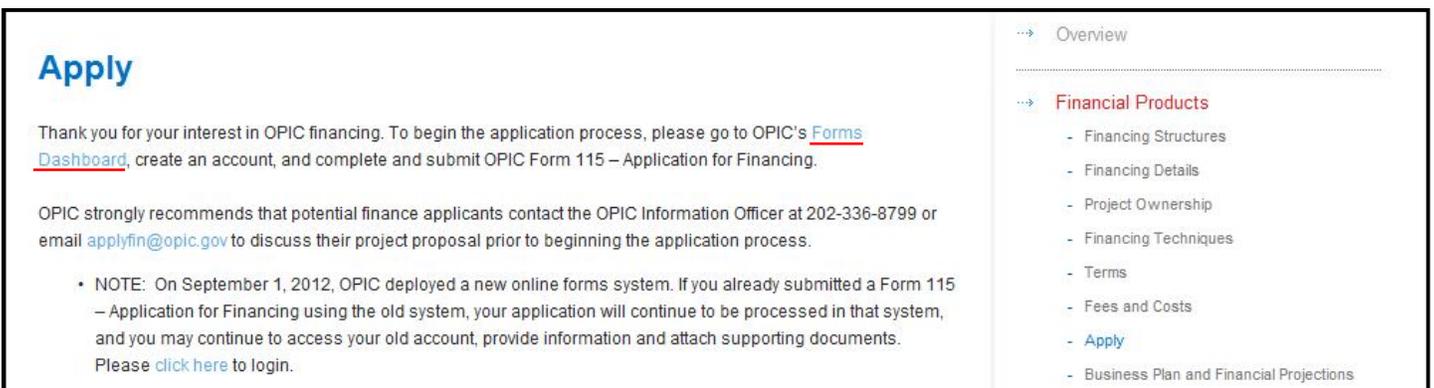


Step 2: Click on the link in the right-hand column that says "Apply."



Step 3: Click on the "Forms Dashboard" link in the first paragraph.

Note: OPIC switched to a new application forms system on September 1, 2012. Users who already have an account and an application in progress in the old system should continue to use the link in the last paragraph to access their old accounts.



Step 4: Click on the "Create Account" link.

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OPIC Forms

LOGIN

If you already have an account, please log in using your credentials.

Login Name

Password

Login Cancel

To create a new account [Create Account](#)

If you have forgotten your password, [click here](#)

Step 5: Fill in the required information (highlighted below) and click the "Create" button.

Important: Please write down your login name (i.e. username) and password. You will need it when you log in!

CREATE ACCOUNT

To create a new account, please provide the information requested below and press the "Create" button.

*Indicates required information

Login Name *
The login name must be at least 6 characters long

Password *
The password must be at least 8 characters long, cannot contain spaces, and must contain at least 1 upper case letter, 1 lower case letter, 1 number and 1 of these special characters: ~ ! @ # \$ % ^ & + = ?

Password (Confirm) *

First Name *

Middle Name

Last Name *

Company Name

City

Zip / Postal Code

State

Country

Phone Number

Fax Number

Email Address *

Please create 3 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

Create Cancel

Step 6: The system will ask you to confirm the information you have provided. If it is correct, click "Submit." If it is incorrect, click "Back" to edit.

REVIEW ACCOUNT INFORMATION	
Please review your account information. Click back to make changes to your account information or click the Submit button to create your account.	
Login Name *	johnsmith
First Name	John
Middle Name	
Last Name	Smith
Company Name	Sample Company
City	Sample City
	11101
State	New York
Country	UNITED STATES
Phone Number	212-555-1111
Fax Number	
Email Address	deborah.howard@opic.gov
Please create 3 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.	
In what city does your nearest sibling live?	**For security reasons answer not displayed**
What was your dream job as a child?	**For security reasons answer not displayed**
What was your childhood nickname?	**For security reasons answer not displayed**
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

Step 7: The system will let you know that an account activation email has been sent to the email address that you provided. Go to the email in your inbox and click on the activation link.

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ACCOUNT CREATED

Thank you for creating an account! You must have received an User Account Activation email. To activate your account, please acknowledge by clicking on the link contained within the email.

CC: Name, Chead [contactor]
Subject: User Account Activation for OPIC Application System- deborah.howard@opic.gov - Testing

Dear John Smith,

This message acknowledges that your account registration has been processed. Please click on the link below to activate your account and login to the OPIC Application System.

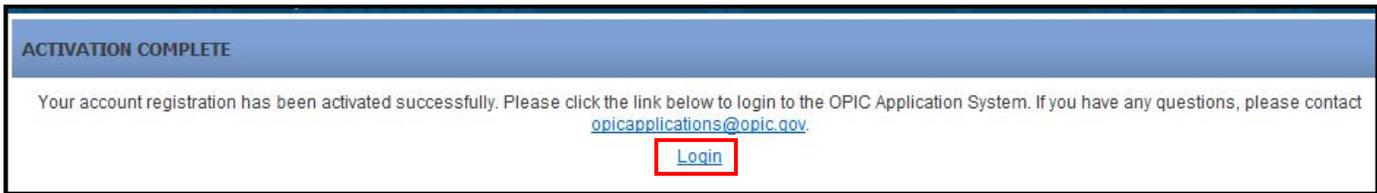
<https://TEST-WWW2K3.opic.gov/OPICForms/Controller.aspx?PageID=RegistrationActivationComplete&ActivationCode=43237a49-7329-494e-a6dc-0552027155d6&ApplicantID=fc3e176a-f71f-4629-9beb-5e685a2dd683&CompletionStatusType=ActivitationComplete>

If the link above is not active, please copy and paste the link into your web browser's address bar.

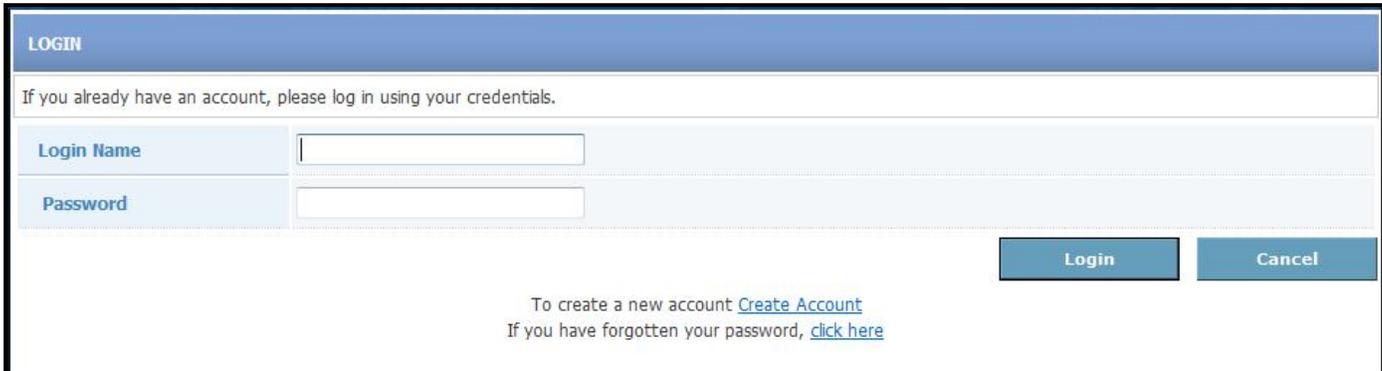
If you have any questions, please contact technical support at opicapplications@opic.gov.

Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington, DC 20257
Tel: 202-336-8400

Step 8: The system will let you know that your account has been activated. Click on the “Login” link to log into your new account.



Step 9: Type in your Login Name and Password and click “Login”



Step 10: Now you can create both Finance and Insurance application forms.

Note: The “Instructions” section below the drop-down forms menu has links to PDF reference copies of the forms and other helpful links.

