Registration of Microsoft Account for Asia/Pacific Seamless ANS Reporting Tool

To access the Seamless ANS Reporting Tool, States have to register your email account to create a free Microsoft account with following steps.

- 1. Go to site: <u>https://signup.live.com/signup</u> .
- 2. On the create account page, enter your **personal email** and click on the **Next** button

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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

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Enter the password you would like to use with your account.	States 1
Show password	
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4. Microsoft will send you a security code to your personal email. Note the security code for the below steps

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

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	Enter the code we sent to h.dansou@yahoo.com. If you didn't get the email, check your junk folder or try again.	
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6. Type the captcha code, and click on the Next button

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

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	 h.daneou@yahos.com 	
	Add security info	
	When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.	- AND - STATE
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8. Type the Microsoft access code sent as SMS to your phone number, and click on the Next button

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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 <u>must</u> inform your registered email address to ICAO APAC Regional Office via <u>tchui@icao.int</u> to grant permission on the portal.

Registration ICAO Officers

ICAO APAC Regional Officers have been pre-registered to the Tool. To add or update, please contact <u>tchui@icao.int</u>.