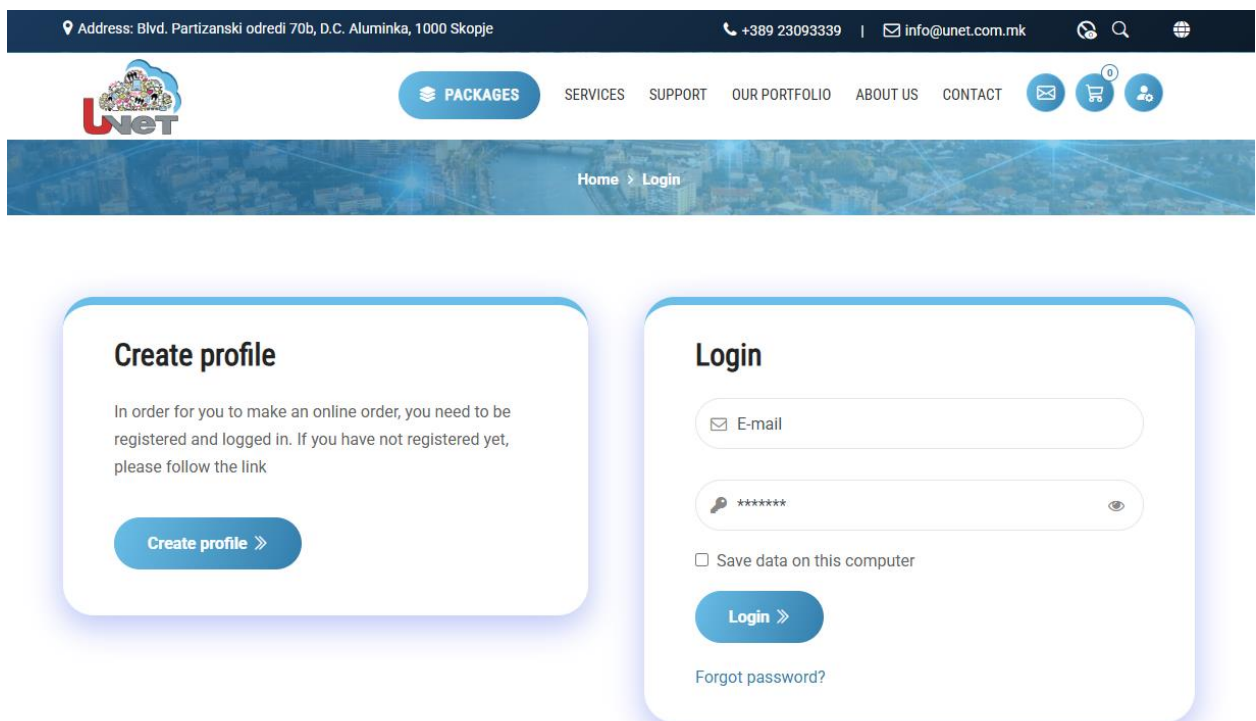


INSTRUCTIONS FOR CREATING A USER PROFILE ON THE WEB PORTAL UNET.COM.MK

1. ACCESS TO USER PROFILE CREATION PAGE

At the end of the main menu, the user icon opens a page with two sections, one for login (for existing user profiles) and one for registration of a new user (Figure 1).



The screenshot shows the top navigation bar of the UNET.COM.MK website. The address bar displays "Address: Blvd. Partizanski odredi 70b, D.C. Aluminka, 1000 Skopje" and contact information: "+389 23093339" and "info@UNET.com.mk". The main menu includes "PACKAGES", "SERVICES", "SUPPORT", "OUR PORTFOLIO", "ABOUT US", and "CONTACT". The user icon in the top right corner is highlighted, indicating the current page. The page content is divided into two main sections: "Create profile" and "Login".

Create profile

In order for you to make an online order, you need to be registered and logged in. If you have not registered yet, please follow the link

[Create profile >>](#)

Login

E-mail

Save data on this computer

[Login >>](#)

[Forgot password?](#)

Figure 1. User Login/Registration

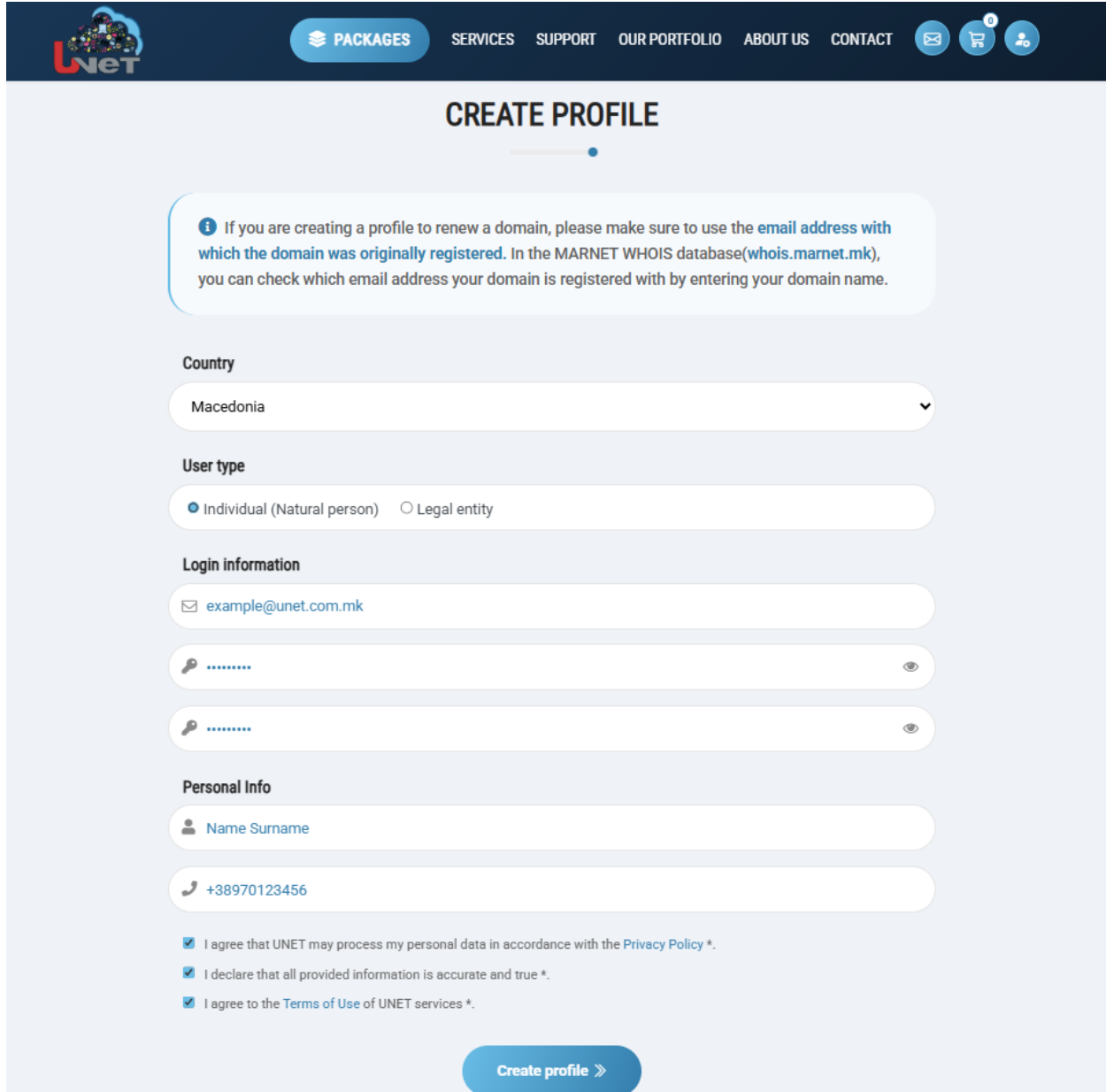
On the user profile creation page, two types of users can register: individuals (natural persons) and legal entities (companies, organizations, etc.).

Note : If you are creating a profile for domain renewal, please make sure to create the profile using the email address previously registered with the domain. You can check the Whois database of MARNET (whois.marnet.mk).

2. FOR A INDIVIDUAL (NATURAL PERSON)

When creating a user profile for an individual, it is necessary to select the user type "**Individual (Natural person)**". Then enter the login data: **e-mail address, password and password confirmation**. The password should be longer than 8 characters, at least one uppercase letter, one lowercase letter, one number and one special character (@\$!%*?&).

In the Personal data section, enter the first and last name and phone number. Before completing the registration, it is necessary to check the boxes for consent to the privacy policy, accuracy of the entered data and terms of use, after which select "**Create profile**".



The screenshot shows the 'CREATE PROFILE' form on the UNET website. The form is titled 'CREATE PROFILE' and includes a progress indicator. A blue information box at the top states: 'If you are creating a profile to renew a domain, please make sure to use the email address with which the domain was originally registered. In the MARNET WHOIS database(whois.marnet.mk), you can check which email address your domain is registered with by entering your domain name.'

The form fields are as follows:

- Country:** A dropdown menu with 'Macedonia' selected.
- User type:** Radio buttons for 'Individual (Natural person)' (selected) and 'Legal entity'.
- Login information:** Three input fields: an email address field containing 'example@UNET.com.mk', a password field with a strength indicator and an eye icon, and a password confirmation field with an eye icon.
- Personal Info:** Two input fields: a name and surname field containing 'Name Surname' and a phone number field containing '+38970123456'.

At the bottom, there are three checked checkboxes for consent:

- I agree that UNET may process my personal data in accordance with the [Privacy Policy](#) *.
- I declare that all provided information is accurate and true *.
- I agree to the [Terms of Use](#) of UNET services *.

A blue 'Create profile >' button is located at the bottom right of the form.

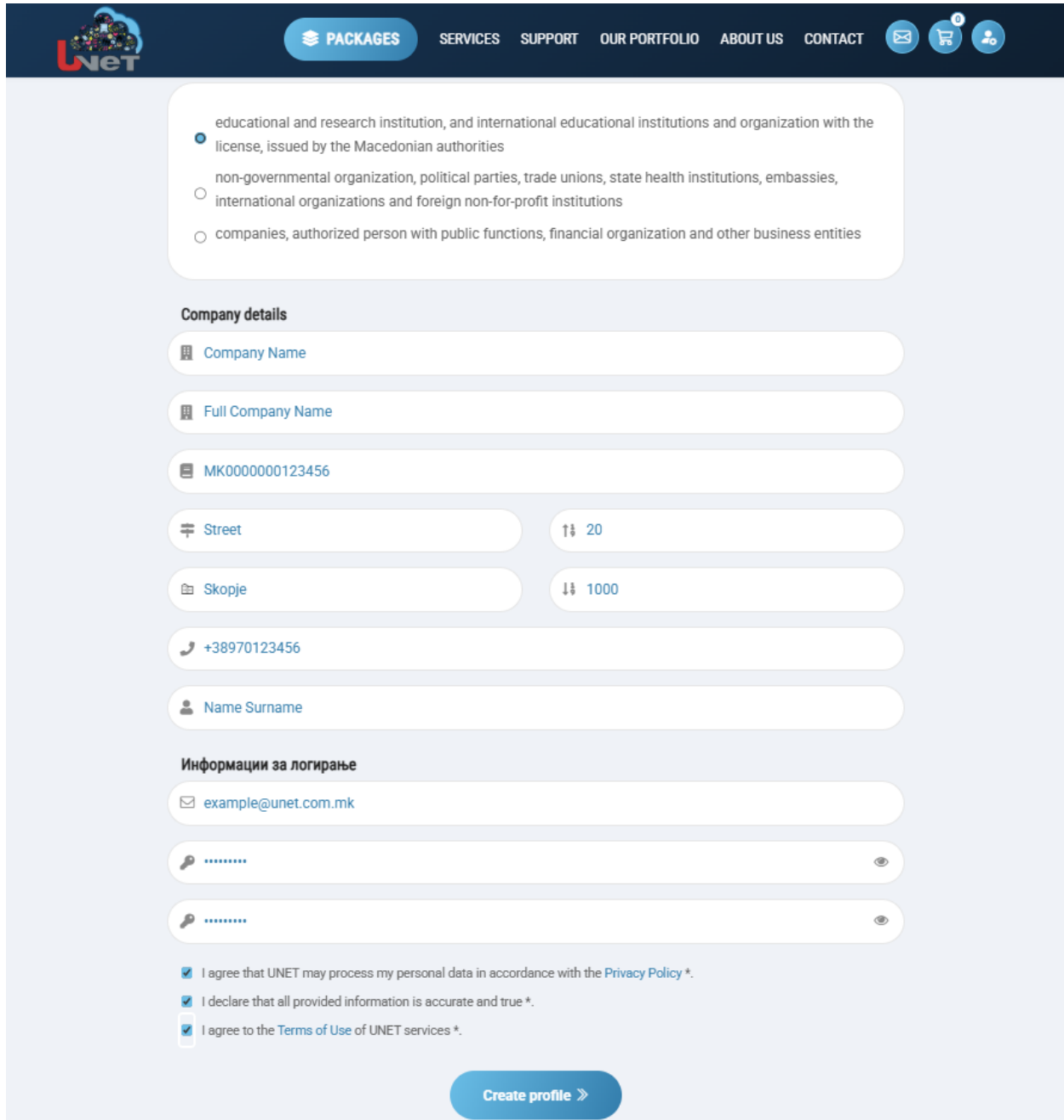
Figure 2. Creating a profile for an individual

3. FOR A LEGAL ENTITY

When creating a user profile for a **legal entity**, the user type "**Legal entity**" is first selected. Then the company data is filled in: **company name, full company name, tax number (EDB), street, number, city, postal code, contact phone number and first and last name of the responsible person.**

In the Login Information section, enter the **e-mail address, password and password confirmation.** The password should be longer than 8 characters, at least one uppercase letter, one lowercase letter, one number and one special character (@\$!%*?&).

Finally, it is necessary to confirm the mandatory consents and select "**Create profile**".



The screenshot shows the UNET website's registration form for a legal entity. The header includes the UNET logo and navigation links: PACKAGES, SERVICES, SUPPORT, OUR PORTFOLIO, ABOUT US, CONTACT, and icons for email, shopping cart, and user profile. The form is divided into several sections:

- Entity Type Selection:** A list of radio buttons for selecting the entity type:
 - educational and research institution, and international educational institutions and organization with the license, issued by the Macedonian authorities
 - non-governmental organization, political parties, trade unions, state health institutions, embassies, international organizations and foreign non-for-profit institutions
 - companies, authorized person with public functions, financial organization and other business entities
- Company details:** A series of input fields:
 - Company Name
 - Full Company Name
 - Tax Number (EDB): MK0000000123456
 - Street: [input field]
 - Number: 20
 - City: Skopje
 - Postal Code: 1000
 - Contact Phone Number: +38970123456
 - Name Surname: [input field]
- Информации за логирање (Login Information):** Input fields for:
 - Email: example@unet.com.mk
 - Password: [masked]
 - Confirm Password: [masked]
- Consent Section:** Three checked checkboxes:
 - I agree that UNET may process my personal data in accordance with the [Privacy Policy](#) *.
 - I declare that all provided information is accurate and true *.
 - I agree to the [Terms of Use](#) of UNET services *.
- Create profile >>** A blue button at the bottom of the form.

Figure 3. Creating a profile for a legal entity