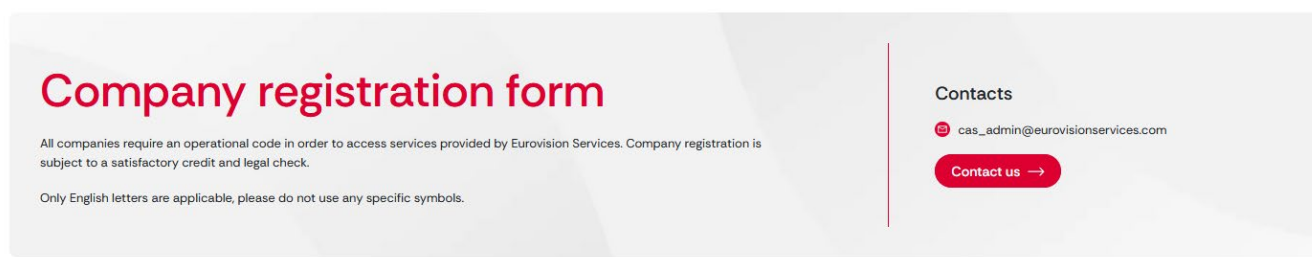
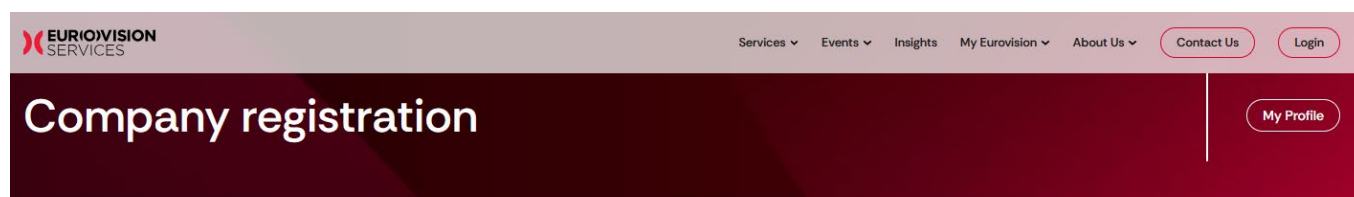


Dear Partner,

Please find below the instructions on how to open an account in **Eurovision Services** Portal and complete the **Company registration**. This process is required to become an official Eurovision Supplier/Customer and to obtain an Operational Code (Ops Code).

<https://www.eurovision.net/company-registration>



Kindly ensure that you follow the detailed instructions and all steps outlined below:

- Create an account
- Confirm/Verify the created account
- Log in (Sign in)
- Fill Company registration form <https://www.eurovision.net/company-registration>
- SUBMIT Company registration form

If you have previously created an account, please log in and continue with the next **step #3**.

Steps:

- 1. Select the “**Create an account**” option:



Create your user profile:

The first screenshot shows the login page with fields for 'Work email' and 'Password', a 'Login' button, and a 'Forgot password?' link. It also includes a privacy notice and a link for new users to 'Create an account'. The second screenshot shows the registration page with fields for 'First name', 'Last name', 'Company', 'Work email', and 'Password', along with a 'Password confirmation' field, a reCAPTCHA 'I'm not a robot' checkbox, and a 'Next' button. It also includes a privacy notice.

- 2. Your account will be activated and verified once you confirm it through the email you receive.
- 3. After signing in (logging on), please follow the link <https://www.eurovision.net/company-registration> to complete the **Registration form** with your Company's information:

The screenshot shows the 'Company registration form' page. It features a header with the Eurovision Services logo and navigation links: Services, Events, Insights, My Eurovision, About Us, Contact Us, and Signed In. The main content area has a large heading 'Company registration form' and a subheading 'All companies require an operational code in order to access services provided by Eurovision Services. Company registration is subject to a satisfactory credit and legal check.' Below this is a note: 'Only English letters are applicable, please do not use any specific symbols.' On the right side, there is a 'Contacts' section with an email address 'cas_admin@eurovisionsservices.com' and a 'Contact us' button.

Your user email is already matching an existing organization (or several).
Your account is already associated to a company.
ZZEBU – Eurovision Services

The screenshot shows the 'General information' section of the registration form. It includes a 'Profile' dropdown menu with the text 'Please select a profile *'. Below this are two input fields: 'Company name *' with the value 'Eurovision Services SA' and 'Parent organization' with the value 'Eurovision Services'. A red asterisk indicates mandatory fields.

Alternatively, Company registration link can be found by going to the <https://www.eurovision.net/> and scrolling down to the bottom of the page, where you will see the Company registration link:

Only English letters are permitted, please avoid using any special character.

All fields marked with an asterisk (*) are mandatory and must be filled. The system will not allow you to submit the form if any mandatory field is left empty.

It is mandatory to provide any necessary attachments and accept the conditions provided.

➤ 4. Once you have filled out all the required fields, please click the "**Submit**" button.

Upon successful registration, you will receive an automatic email notification containing your Ops Code.

In case of any doubts or issues related, kindly contact:

Suppliers cas_admin@eurovisionservices.com

Customers billing@eurovisionservices.com