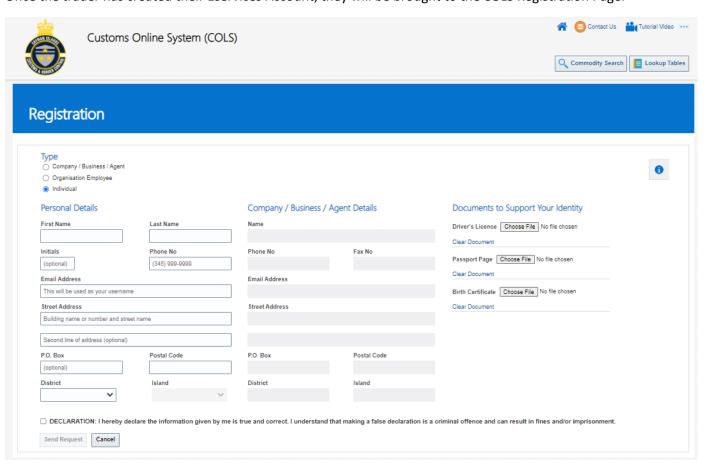
## TRADER REGISTRATION GUIDE

Once the trader has created their Eservices Account, they will be brought to the COLS Registration Page.



Please notice that there are Three (3) different types of Registrations. Choose the appropriate one.



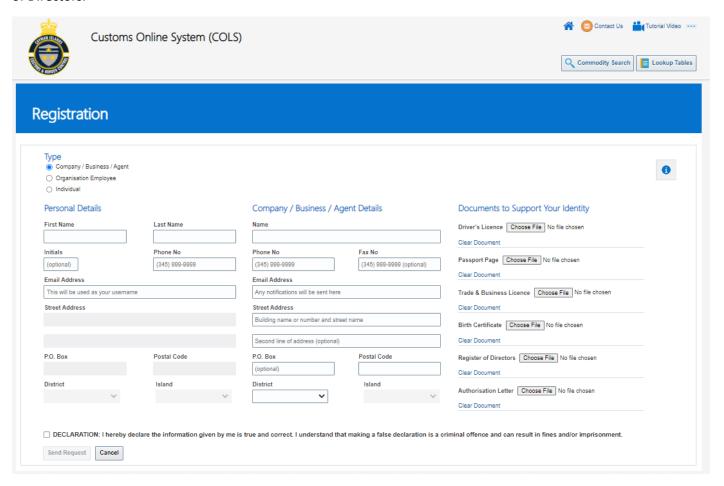
## **Company/Business/Agent**

This type of registration ask for the Personal Details of a Person on the Register of Directors and also ask for the Company/Business/Agent Details. (It is encouraged that email for both are the same) The "Document to Support your Identity" shows a few option.

Please note that Mandatory documents are:

- 1. Trade and Business License.
- 2. Register of Directors.
- 3. Driver's License OR Passport Page OR Birth Certificate. (It is not necessary for all three)

The Authorization letter is supporting documents for authorization of an Individual not on the Register of Directors.

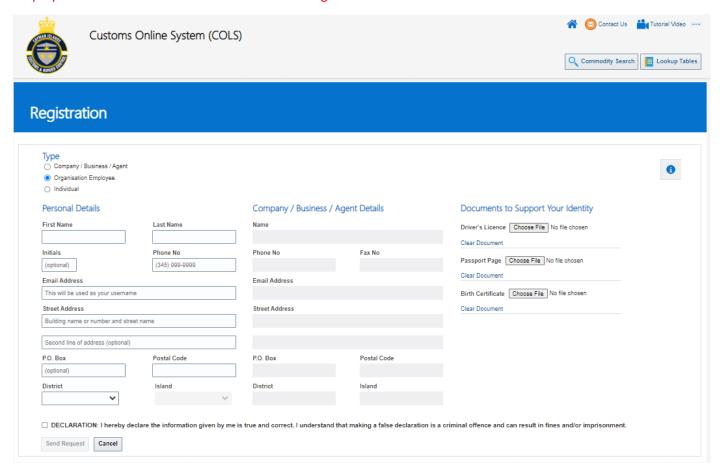


## **Organization Employee**

This ask for the personal information of the Employee of the Organization. (It is encouraged that the work email is used) The "Document to Support your Identity" shows a few option.

Please note that Mandatory document is Driver's License OR Passport Page OR Birth Certificate. (It is not necessary for all three)

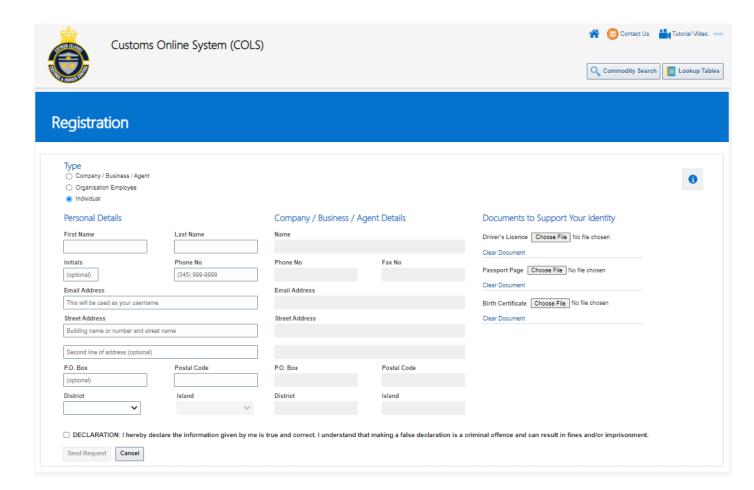
Please note for this type of registration it is required for the Company/Business/Agent to add the employee to their account in order for access to be granted.



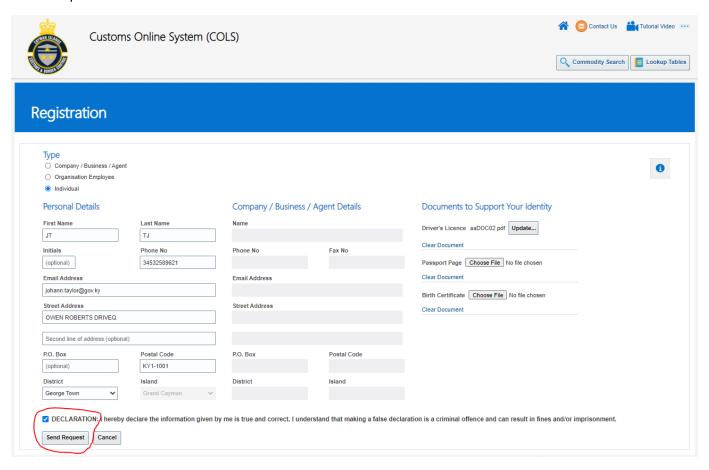
## Individual

This type of registration ask for the trader's personal information. (Personal email is recommended) The Document to Support your Identity shows a few option.

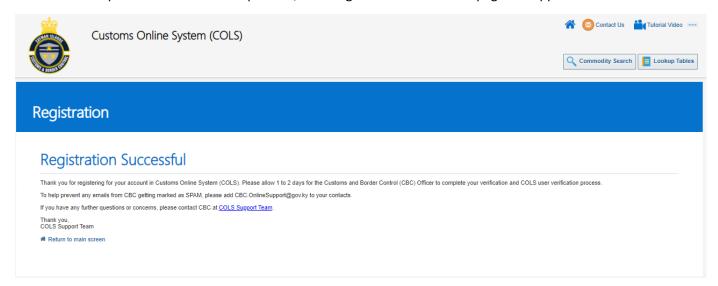
Please note that Mandatory document is Driver's License OR Passport Page OR Birth Certificate. (It is not necessary for all three)



Once all the information has been filled out, the "Declaration" check box must be checked, then the "Send Request" button will become available.



Once "Send Request" button has been pressed, the "Registration Successful" page will appear.



Trader must now wait for an email from CBC.