
“How-to Guide” for the use of the “On-line UPR Submissions Registration System”

<https://uprdoc.ohchr.org>

(17 March 2015)

This **“How-to Guide”** is issued in relation to the “On-line UPR Submissions Registration System” for submitting written contributions for the UPR documentation by “Other Stakeholders” (including civil society and national human rights institutions), regional organizations and United Nations entities.

The **technical guidelines for stakeholders submissions** issued by OHCHR remain unchanged, and are available at OHCHR website (<http://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx>). Additional information on stakeholders’ participation in the UPR can be found also on the OHCHR Website.

The Guide describes how to use the “On-line UPR Submissions Registration System” and addresses the following steps:

Step one – Registering in the system.

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- (a) Creating an organizational profile.
- (b) Log in.
- (c) Resetting your Password and changing your User name/profile details.

Step two – Deadlines to submit contributions.

Pages 9-10

Step three – Viewing your contributions history and submitting new contributions.

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- (a) Viewing your contribution history.
- (b) Submitting Individual contributions.
- (c) Submitting Joint contributions.

Annex - Frequently Asked Questions.

Pages 15-16

UPR Submissions Helpdesk: Should organizations encounter technical problems using the on-line system, please contact the UPR Submissions Helpdesk by email: uprsubmissions@ohchr.org. Organizations can also contact the UPR Submissions Helpdesk (preferably by e-mail) at any time to ask questions with regard to the UPR documentation.

Step one – Registering in the system

(a) Creating an organizational profile

If your organization has not sent any previous contributions using the “On-line UPR Submissions Registration System”, you need first to create an organizational profile to be able to submit a contribution. You can create a profile at any time (not only when submitting contributions) through the “On-Line UPR Submissions Registration System” available from <https://uprdoc.ohchr.org>

Click on the “Register” icon, found in the login section on the right side of the screen or on the right top of the screen in order to create an account. See red arrows below.



To register, follow the instructions to fill in the form.

https://uprdoc.ohchr.org/Account/Register.aspx?ReturnUrl=%2f Register - OHCHR UPR Co... x

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OHCHR UPR Contributi... Log in - OHCHR UPR Con... Corte Interamericana de D... Home UN United Nations Millenniu... Marlene AC Open Budget Survey Inter... Home Page - OHCHR UP...

Hello, Marlene Alejos! Change Password! Log off

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UPR Documentation

Register. Use the form below to create a new account.

- If you're submitting an Individual contribution, the Name of the Submitting Organisation will be the same as the Name of the Contributing Organisation.
- If you're submitting a Joint contribution, you should: (i) preferably, open a distinctive account on behalf of the group of organisations (example: Coalition of NGOs for UPR-Country X) and provide the official contact person for the submission or (ii) Indicate the 'Name of the organisation or group(s) under which the contribution should be listed' when submitting the Contribution for the specific session.
- Note that individual organisations can only register once.
- An Email Address can only be used to create ONE account.
- Passwords are required to be a minimum of 6 characters in length.

Organisation Details

* **Name of Submitting Organisation (sender of the contribution)**

* **Acronym**
(Used by the organisation or suggested to be used by OHCHR when referring to the submission)

* **Type of Organisation**

-- Select Your Organisation Type --

Accredited
[If, National Human Rights Institution (Paris Principles), indicate if ICC accredited]
[If, civil society organisation, indicate if the organisation has ECOSOC status]

Yes No

Address

FR 11:33 24/09/2013

- If you're submitting an individual contribution, the name of the Submitting Organization ("Sender") will be the same as the name of the Contributing Organization.
- If you're submitting a joint contribution, you should: (i) preferably, open a distinctive account on behalf of the group of organizations (example: Coalition of NGOs for UPR-Country X) and provide the official contact person for the submission; or (ii) indicate the "Name of the organization or group(s) under which the contribution should be listed" when submitting the Contribution for the specific session.
- **Note that individual organizations can only register once.**
- **An e-mail address can only be used to create ONE account.**
- **Passwords are required to be a minimum of 6 characters in length.**

Once you have completed the registration form, **click on "Register"**. See red arrow below.

The screenshot shows a web browser window with the URL <https://uprdoc.ohchr.org/Account/Register.aspx?ReturnUrl=%2f>. The page title is "Register - OHCHR UPR Co...". The browser's address bar shows the URL, and the page content includes a navigation menu with items like "OHCHR UPR Contributi...", "Log in - OHCHR UPR Con...", "Corte Interamericana de D...", "Home", "United Nations Millenniu...", "Marlene AC", "Open Budget Survey Inter...", and "Home Page - OHCHR UP...".

The main content area is titled "Official Contact Person for the Submission" and contains the following fields:

- * Salutation: Radio buttons for Mr and Ms\Mrs.
- * First Name: Text input field.
- * Last Name: Text input field.

Below this is the "User Account" section with the following fields:

- * User name: Text input field.
- * Password: Text input field.
- * Confirm password: Text input field.
- * Email address: Text input field.

A CAPTCHA image is displayed with the code "827JZ". Below the image is a "Generate New Image" link and a text input field for the CAPTCHA code. The instruction "Type the code from the image" is shown below the input field.

A red arrow points to the "Register" button located at the bottom left of the form.

Once you have registered, you will get an automated message confirming that your registration has been successful.

Please, do not forget your password and user name as you will need it to register again if you want to submit further contributions for future sessions.

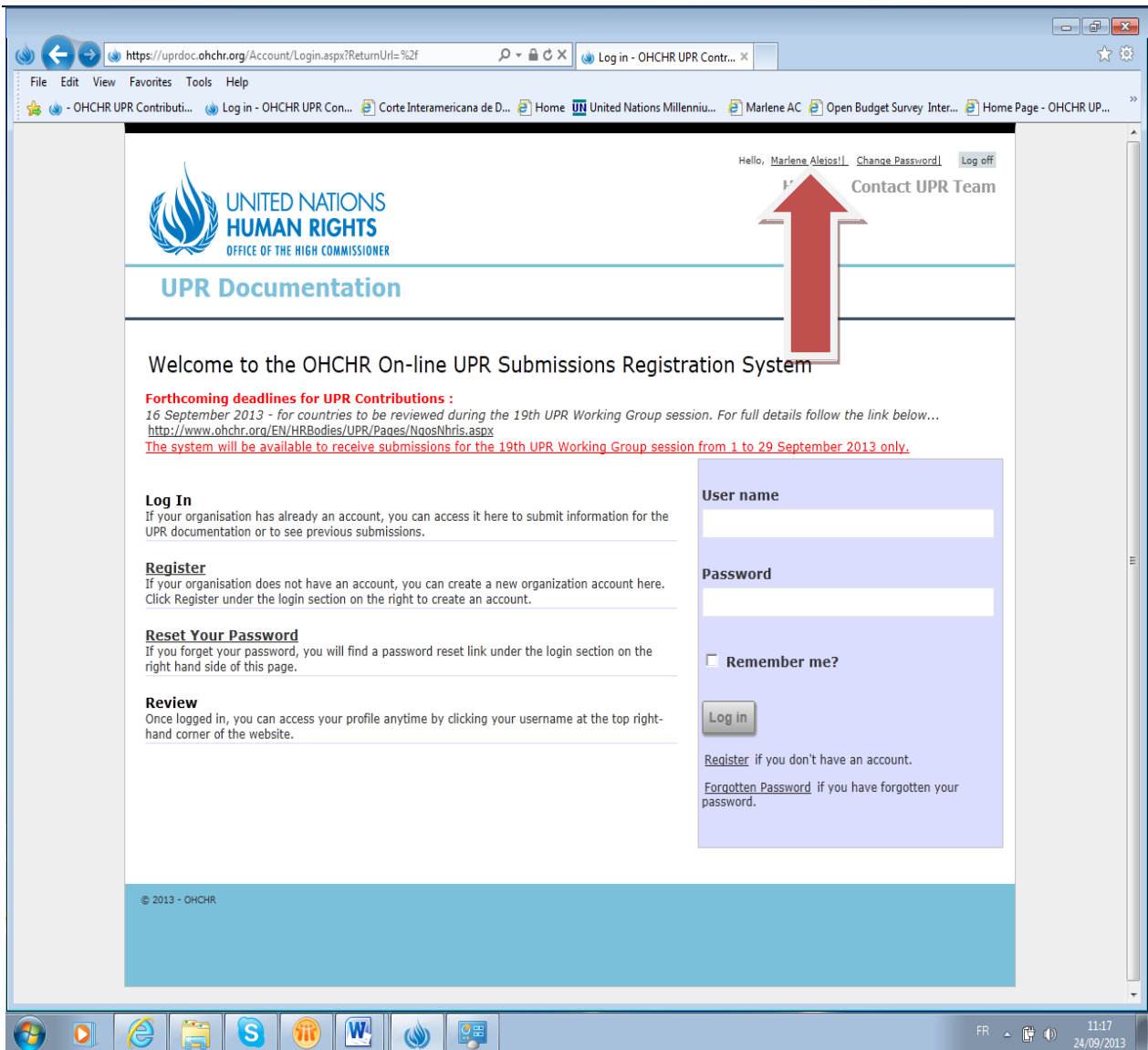
(b) Log in

If your organization has already an account, you should access to the system by using your **User name and Password** to submit information for the UPR documentation or to see your Contributions history (previous submissions).

Click on the “Log in” icon, found in the login section on the right side of the screen or on the right top of the screen. See red arrows below.

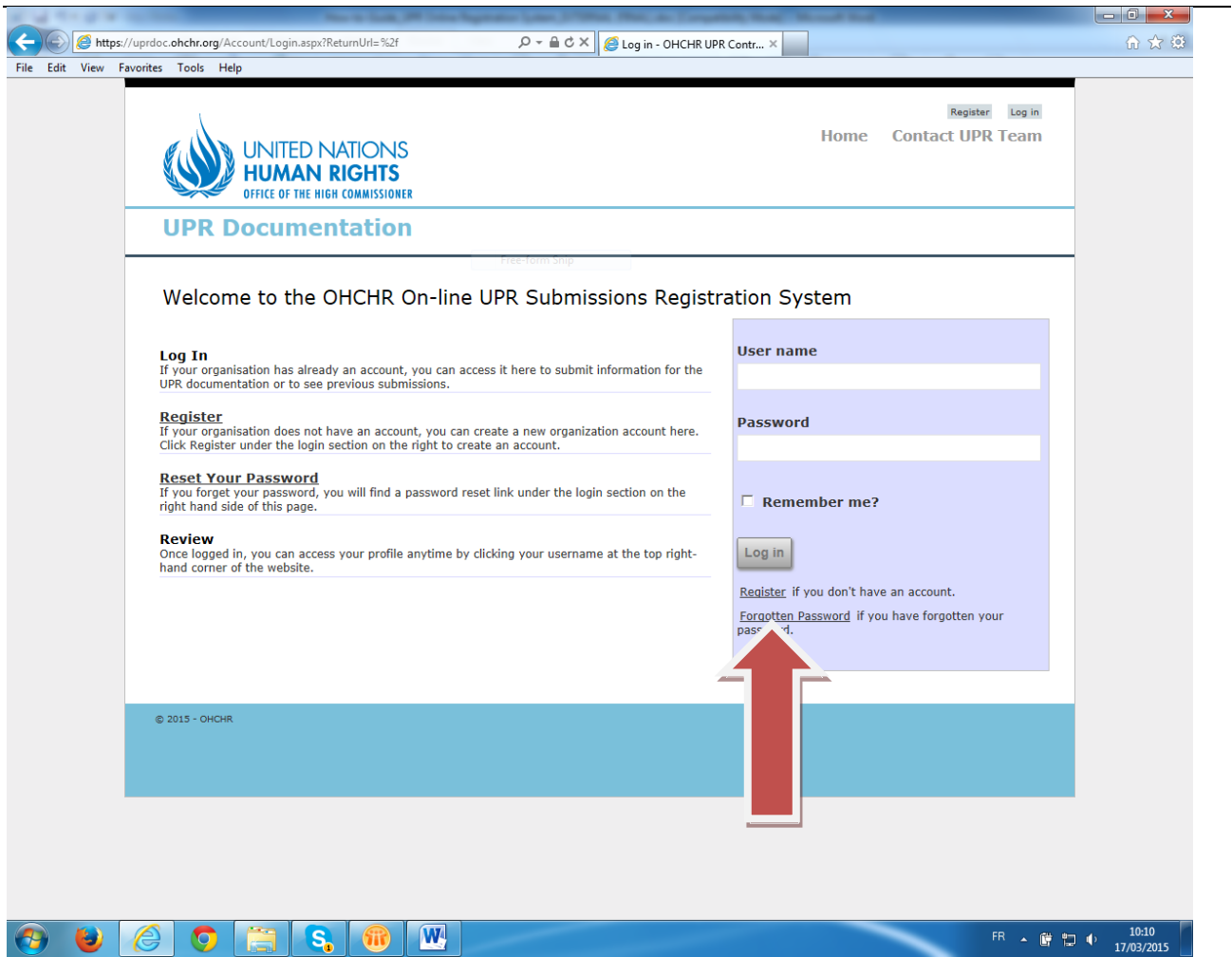


You can also consult your organizational profile by clicking on your **“organizational name”** that appears on the top right hand of the cover page. See red arrow below.



(c) Resetting your Password or changing your User name/profile details

If you forget your password, click on the **"Forgotten Password"** icon and follow the instructions. See red arrow below.



If you want to change your password, click on the **"Change Password"** icon, found on the right top of the screen. See red arrow below.



If you want to change your User name or want to make changes to your User name/profile details, you will need to contact the UPR Submissions Helpdesk uprsubmissions@ohchr.org.

Step two – Deadlines to submit contributions

Deadlines to submit contributions for the UPR documentation for each session are announced by OHCHR on the following webpage: <http://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx>.

Note: tentative deadlines to submit written contributions for all sessions of the second UPR cycle have been announced. We suggest, however, that stakeholders check regularly the above-mentioned webpage, in case extensions and updates are announced. We also suggest that stakeholders subscribe to email updates from the OHCHR Civil Society Section (<http://www.ohchr.org/EN/AboutUs/Pages/CivilSociety.aspx>) so that they can be kept informed on developments on the UPR.

All written contributions must be submitted and received, through the “On-line UPR Submissions Registration System”, not later than the day of the given deadline (11:59 p.m.). Late submissions will not be considered.

The database will be opened to receive contributions on the first day of the month of the announced deadlines. A notice in this regard can also be seen in the cover page of the “On-line UPR Submissions Registration System”. See red arrow below.

https://uprdoc.ohchr.org/Account/Login.aspx?ReturnUrl=%2f

Log in - OHCHR UPR Contr...

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Welcome to the OHCHR On-line UPR Submissions Registration System

Forthcoming deadlines for UPR Contributions :
16 September 2013 - for countries to be reviewed during the 19th UPR Working Group session. For full details follow the link below...
<http://www.ohchr.org/EN/HRBodies/UPR/Pages/NewsItems.aspx>
The system will be available to receive submissions for the 19th UPR Working Group session from 1 to 29 September 2013 only.

Log In
If your organisation has already an account, you can access it here to submit information for the UPR documentation or to see previous submissions.

Register
If your organisation does not have an account, you can create a new organization account here. Click Register under the login section on the right to create an account.

Reset Your Password
If you forget your password, you will find a password reset link under the login section on the right hand side of this page.

Review
Once logged in, you can access your profile anytime by clicking your username at the top right-hand corner of the website.

User name

Password

Remember me?

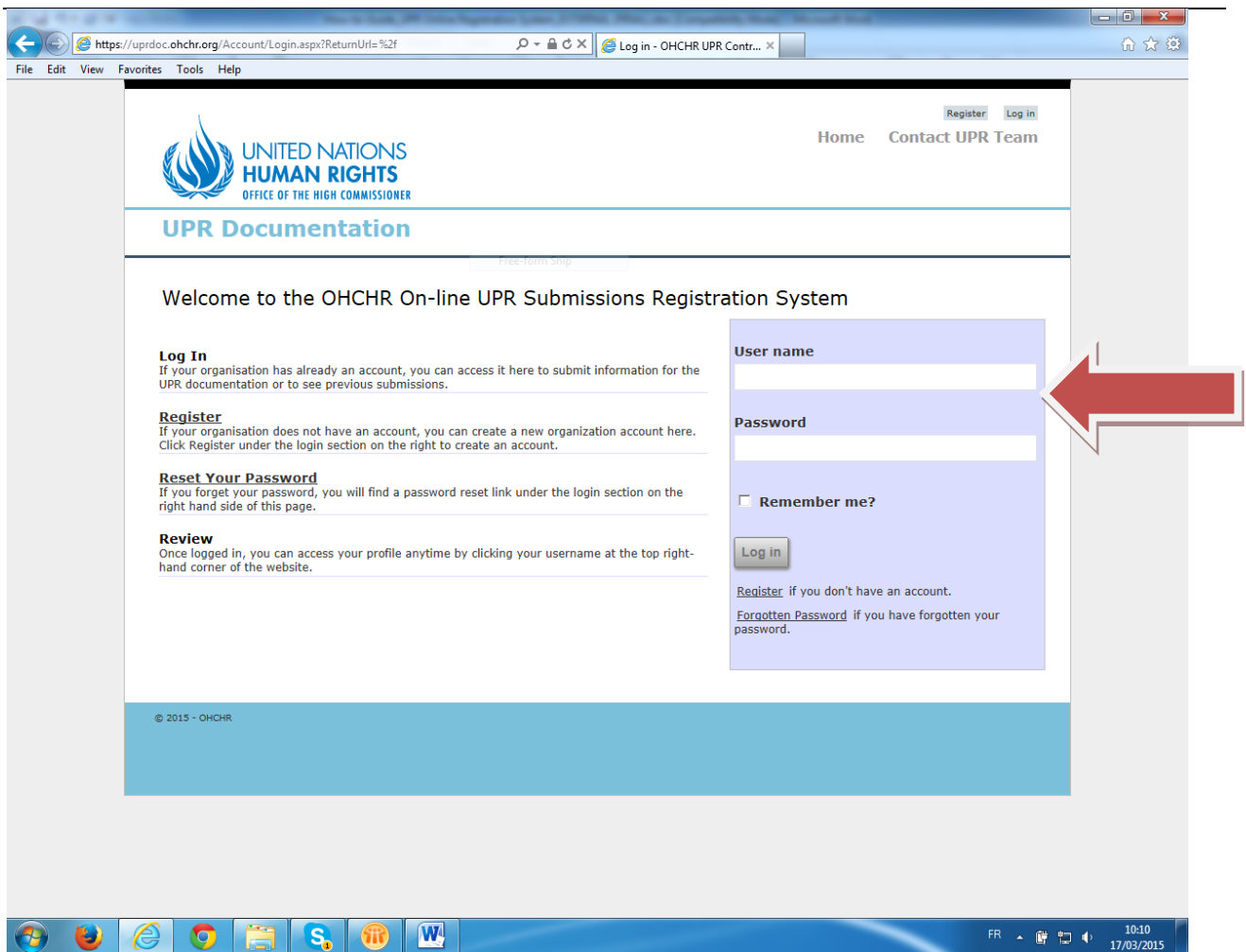
[Register](#) if you don't have an account.
[Forgotten Password](#) if you have forgotten your password.

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FR 12:10 24/09/2013

Step three – Viewing your contributions history and submitting new contributions

Once you have created an organizational profile, you can view your contributions history and/or submit new contributions. Log in to the database using your User name and Password. See red arrow below.



(a) Viewing your contribution history

Your contributions history, both for current session and previous sessions, will be displayed on your screen. See red arrow below.

The screenshot shows the OHCHR UPR Documentation website. At the top, there is a navigation bar with the OHCHR logo and the text "UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER". Below this is a section titled "UPR Documentation". A large red arrow points from this section down to a "Current Session Contributions" table. In the top-left corner of this table, there is a button labeled "Submit New Document". The table contains two entries for "UPR submission" from Costa Rica, dated 9/2/2013. Below the table is a pagination bar showing "Page size: 10" and "2 items in 1 pages".

Title	For Country	Joint	Date	Cover page	Main Document					Annexes												
					A	CH	E	F	R	S	1	2	3	4	5	6	7	8	9	10		
UPR submission	Costa Rica	<input checked="" type="checkbox"/>	9/2/2013 7:55:24 AM																			
UPR Submission	Costa Rica	<input type="checkbox"/>	9/2/2013 7:56:39 AM																			

Below the "Current Session Contributions" table, there is a section titled "Previous Sessions Online Contributions" with a note: "(Note: Only contributions submitted through this website will be listed)". This section contains an empty table with the same structure as the one above, and a message: "There are no records for previous submissions to this Online UPR Documentation submission platform." Below this table is a pagination bar showing "Page size: 10" and "0 items in 1 pages".

At the bottom of the page, there is a footer with the text "© 2013 - OHCHR".

(b) Submitting Individual contributions

Click on the "Submit New Document" icon and follow the instructions. See red arrow below.

(c) Submitting Joint contributions

Under type of organizations, **select "Joint Submission"**. Add the name of all **"Participating Organizations"**. See red arrows below.

The screenshot shows a web browser window displaying the OHCHR UPR Documentation submission form. The browser address bar shows the URL <https://uprdoc.ohchr.org/uploaddoc.aspx>. The page title is "New Submission - OHCHR...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content includes the OHCHR logo and the text "UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER". The page is titled "UPR Documentation" and "Contributions for the 19th Session". The form is divided into sections: "General Details", "Submission Files", and "Main Submission". The "General Details" section includes a dropdown menu for "Contribution for Country", a text field for "Document Title", radio buttons for "Type of Submission" (Individual and Joint Submission), a text field for "Name of Submitting Organisation(Sender)", and a text area for "Participating Organisation(s)". The "Submission Files" section includes a text field for "Cover Page (if Available)" and a "Browse..." button. The "Main Submission" section includes a note: "Only Microsoft Word Documents Accepted (.doc or .docx)". The "Original Language of Main" section includes several radio buttons. The Windows taskbar at the bottom shows the system tray with the date and time: "FR 15:43 24/09/2013". Two red arrows point to the "Joint Submission" radio button and the "Participating Organisation(s)" text area.

https://uprdoc.ohchr.org/uploaddoc.aspx

New Submission - OHCHR... x

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UPR Documentation

Contributions for the 19th Session

General Details

Contribution for Country * -- Select UPR Country --

Document Title *

Type of Submission * Individual (Max 2,815 words) Joint Submission (Max 5,630 words)

Name of Submitting Organisation(Sender) *
If Submitting Organisation(sender) is not the same as the Contributing Organisation(s), indicate the name of the organisation or groups of organisations under which the contribution should be listed

Participating Organisation(s)
(for this report)

Submission Files

Cover Page (if Available)

Main Submission
Only Microsoft Word Documents Accepted (.doc or .docx)

Original Language of Main

Annex - Frequently Asked Questions

- **How do I correct a mistake in the organizational profile that I have created?** Only the OHCHR Administrator can change organizational profiles. You should send an email to the UPR Submissions Helpdesk (uprsubmissions@ohchr.org) requesting the changes to be made.
- **Can my organization send several submissions for the same country?** Organizations can only submit one individual contribution per country. You can however, acting as a "Sender", submit the contribution of any coalition that you have taken part in and for which you are the contact person.
- **Should I register several times if I need to send an individual contribution and also a joint submission for the same country?** Organizations should only register once. Duplicated organizational profiles, with different contact e-mail addresses, will be deleted.
- **Can I use the same e-mail more than once?** No.
- **What is the acronym for and why wasn't the acronym I registered used in the Summary report?** The acronym is used to identify the organization in the summary reports. However, and due to the space limitation in the reports, drafting teams often try to use a one-word acronym.

For individual submissions, we suggest you indicate the acronym normally used by the organization.

For joint submissions: Joint submissions are often referred to by number, due to the space limitation in the reports. For example: "Joint submission No.1 (JS1)". With the use of the "On-line UPR Submissions Registration System", all joint submissions will be numbered.

- **Can organizations submit revised versions of the documents sent?** Revised versions are in principle not accepted. If you have concerns regarding your submission, you can however contact the UPR Submissions Helpdesk (uprsubmissions@ohchr.org).
- **How can I send a translation of the main document in other UN official languages so that it can be posted on the OHCHR webpage also?** You can upload the main document in different UN languages, but once the process for submitting your contribution has been completed, you will not be able to add more documents. You can however send the translations of the main documents to the UPR Submissions Helpdesk

(uprsubmissions@ohchr.org), so that it can also be posted on the UPR country page later.

- **When should I expect the documents to be posted on the OHCHR webpage?** Written contributions used for the UPR documentation will normally be posted on the UPR country pages about 6 weeks before the sessions.
- **Why wasn't the contribution of my organization used for the UPR documentation?** The technical guidelines for stakeholders submissions issued by OHCHR provide information on admissibility of written contributions (<http://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx>)
- **Whom should I contact if I have questions with regard to the report of the country that I sent a contribution for?** All your queries regarding your written contribution should be sent to the UPR submissions email address (uprsubmissions@ohchr.org).
- **I was not aware of the deadline to submit written contributions. Can I send the contribution late?** Tentative deadlines for all sessions of the second UPR cycle have been announced. Stakeholders should regularly check the OHCHR webpage (<http://www.ohchr.org/EN/HRBodies/UPR/Pages/NgosNhris.aspx>), in case extension of deadlines are announced. Late submissions are not accepted.
- **How can I be kept informed about UPR developments?** we suggest that stakeholders subscribe to the e mail updates from the OHCHR Civil Society Section to stay informed about UN human rights activities and developments, including UPR. (<http://www.ohchr.org/EN/AboutUs/Pages/CivilSociety.aspx>)

The **Civil Society Section** is the unit in OHCHR dedicated to strengthening engagement between civil society and the United Nations human rights programme.

OHCHR Civil Society Section

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