

Access and navigate the Portal as a Signatory

This article is for Signatories and covers the first steps to accessing and navigating the Signatory homepage on the CDP Portal.

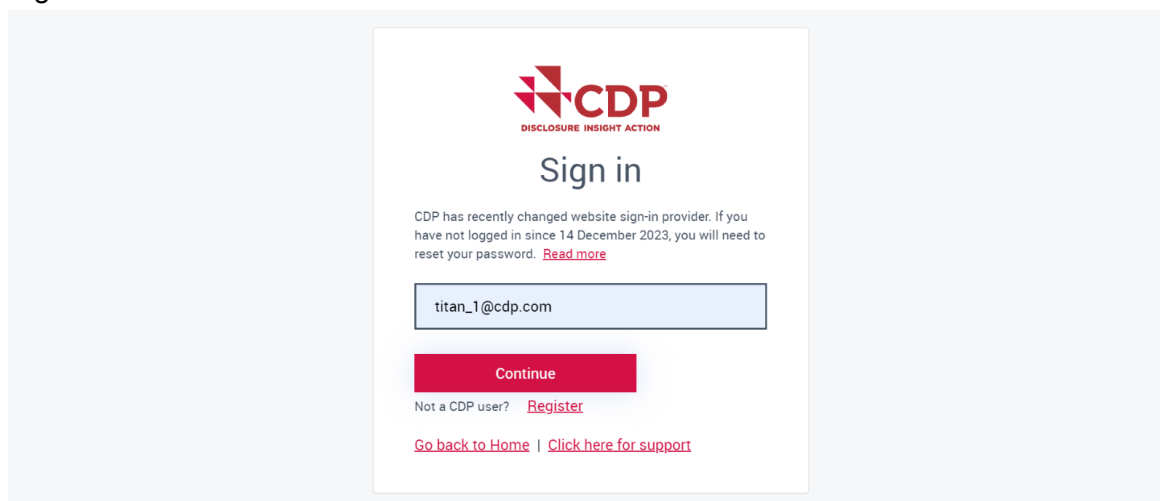
CDP works with various requesting authorities, including Capital Markets Signatories. As a result, you may encounter the term "Requester" in the instructions below and within the Portal. Please note that this term also refers to Capital Markets Signatories.

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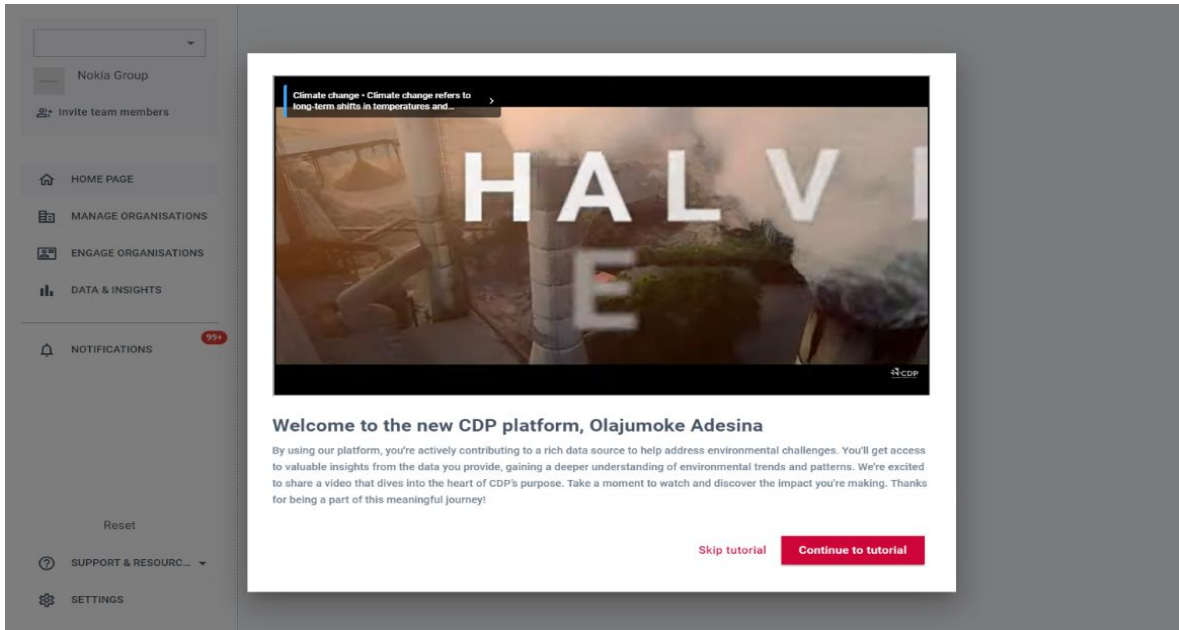
- **Access the Portal**
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Access the Portal

To access the Portal, you will need to log in. Signatory users will be sent a link via email to sign in or register for the Portal. If you are a new contact, or for some reason the login doesn't work for you, please ask your Account Manager to invite you as a Team member for your organization

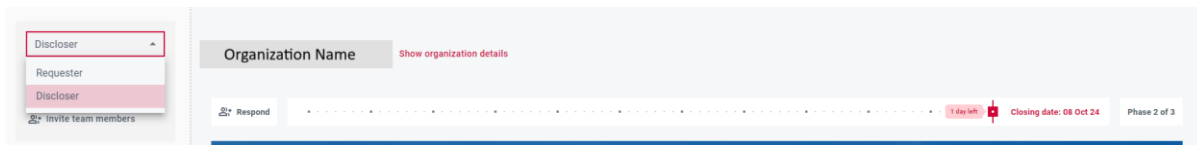


When you sign in to your Signatory account for the first time, you will see a Welcome pop-up introducing CDP's mission and a tutorial of the platform. Once you have watched the introductory video, you can click through to *Continue to tutorial*.

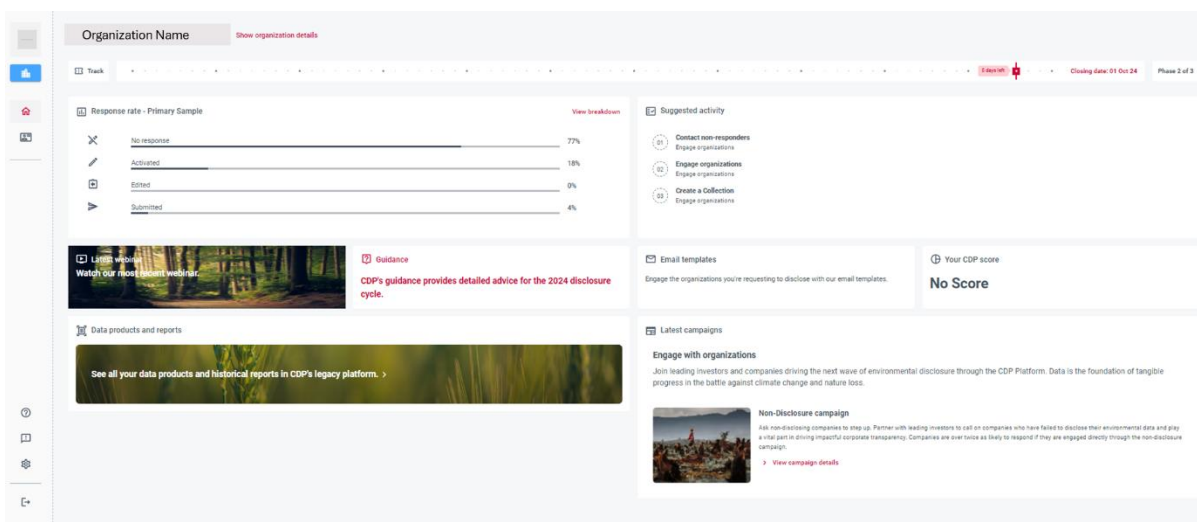


Navigate your Signatory homepage

Once you have viewed or skipped the tutorial, you will land on your Signatory, a.k.a. Requester homepage. If your organization is also a discloser or participates in another “requestor” program (such as Supply Chain), your default view may not be the signatory homepage. In this case you can change it on the page’s upper left corner on the Requester type dropdown as shown below. Please ensure that it reads *Requester > Capital Markets Signatory*



The homepage consists of the navigation panel on the left-hand side and the phase bar at the top. You can also update your organization details from the *Show organization details* link at the top.



The homepage will show a response rates bar, suggested activities, links to webinars, latest guidance, email templates, CDP scores, links to historical data product reports, and more.

Your Requester navigation bar

The navigation bar on the left-hand side of your Requester homepage consists of the following functions:

- **Requester type dropdown.** You can also switch to a Requester or Discloser from here. You may have two options if you are a requester (signatory) and discloser at the same time.
- **Homepage.** This is your organization's homepage.
- **Engage organizations.** This page displays your 2024 Sample lists, and Collections.
- **Support.** This panel connects you to contact CDP in case you have any questions or concerns. More information on the disclosure cycle is also available on this page.
- **Settings.** Here is where you can see our account details and log off after using the platform.

Update your organization details

To view and update your organization details, click on the *Show organization details* from your Requester homepage. You will be able to edit the following details for your organization – the organization logo, website, and your organization HQ address.

Organization details

Home / Organisation Details

Organization logo

Click to upload or drag and drop
200x200px PNG file required

For any logo and branding requests, [contact CDP](#)

Organization details

Organization name

Organization name in local language

Organization website

Unique ID

ISIN

LEI

To change your organization details, [contact CDP](#)

Organization description

Once you have updated your organization information, click *Save changes* at the bottom of the screen. Please note, you will not be able to edit the organization name and *Unique ID* fields. If these fields need to be updated, please contact CDP for support.

You may also find the following articles useful:

- [Useful guidance for Signatories](#)

If you have not found the answer you were looking for, please contact our support team through My Support or your Account Manager.