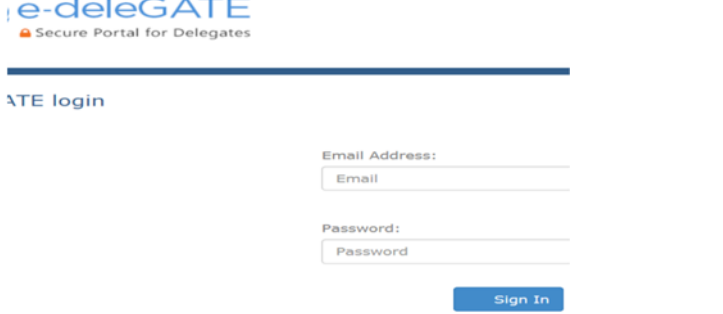
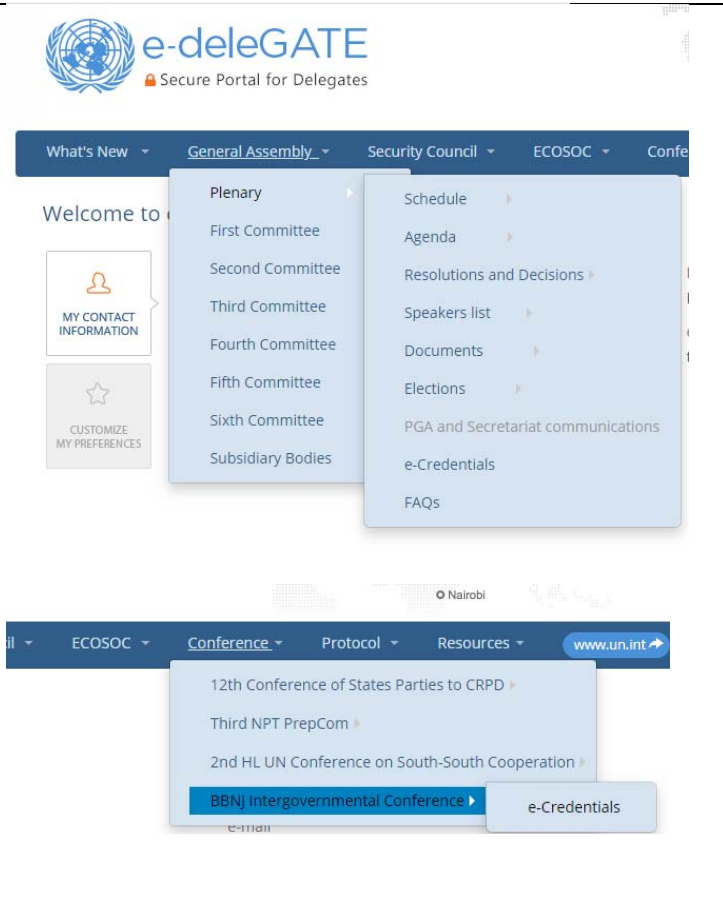


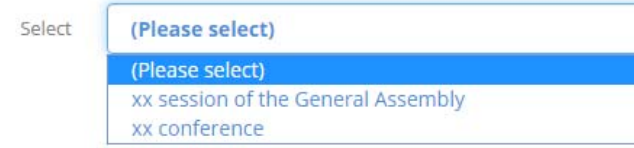

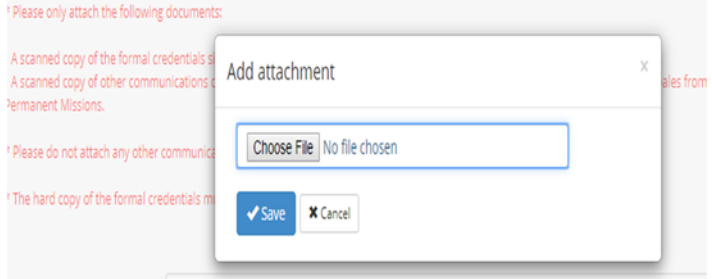
Submission of credentials of representatives to the General Assembly

Scanned copies of the formal credentials, as well as other communications containing the names of representatives of a Member State to a specific session of the General Assembly,¹ such as letters and notes verbales from the Permanent Missions, should be submitted on the new online module “e-Credentials” by following the steps below:

<p>1</p>	<p>➤ Go to https://delegate.un.int and login to e-deleGATE, Secure Portal for Delegates.</p>	
<p>2</p>	<p>➤ Go to <i>General Assembly</i> → <i>Plenary</i> → <i>e-Credentials</i> drop down menu.*</p> <p>*For conferences, go to <i>Conference</i> → <i>Conference Title</i> → <i>e-Credentials</i> drop down menu.</p>	

¹ These steps would equally apply to Participating States in a Conference for which credentials are required.

*e-Credentials
step-by-step guide*

3	<ul style="list-style-type: none"> ➤ Select the <i>session</i> for which you are submitting the scanned copy of the credentials from the drop down menu. 					
4	<ul style="list-style-type: none"> ➤ Click on the <i>attach credentials</i> button. 	 <p style="text-align: center;">Submitted on</p>				
5	<ul style="list-style-type: none"> ➤ Choose the file and press the <i>save</i> button. 					
6	<ul style="list-style-type: none"> ➤ The date on which the communication was submitted can be seen on the screen. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Submitted on</th> <th style="text-align: left;">Formal credentials received on</th> </tr> </thead> <tbody> <tr> <td>2 Jul 2019</td> <td style="text-align: right;">Credentials-xx session of GA.pdf</td> </tr> </tbody> </table>	Submitted on	Formal credentials received on	2 Jul 2019	Credentials-xx session of GA.pdf
Submitted on	Formal credentials received on					
2 Jul 2019	Credentials-xx session of GA.pdf					
7	<p><i>If the first document that was uploaded was a communication from the Permanent Mission containing the names of representatives to the General Assembly, repeat steps 1-5 to upload a scanned copy of the formal credentials signed by the Head of State, the Head of Government or the Minister for Foreign Affairs.</i></p>					

Separately from the submission of scanned copies, **the hard copy of the formal credentials signed by the Head of State, Head of Government or the Minister of Foreign Affairs must be delivered to the Office of Legal Affairs** located on the 36th floor of the Secretariat building.

<p><i>Following the submission of the hard copy of the formal credentials, an automated email will be sent to the focal point(s) of your mission confirming the receipt of the original hard copy of the formal credentials.</i></p>					
<ul style="list-style-type: none"> ➤ The date on which the original hard copy of the formal credentials is received by the Office of Legal Affairs can be viewed on the screen. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Submitted on</th> <th style="text-align: left;">Formal credentials received on</th> </tr> </thead> <tbody> <tr> <td>2 Jul 2019</td> <td style="text-align: right;">3 Jul 2019 Credentials-xx session of GA.pdf</td> </tr> </tbody> </table>	Submitted on	Formal credentials received on	2 Jul 2019	3 Jul 2019 Credentials-xx session of GA.pdf
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