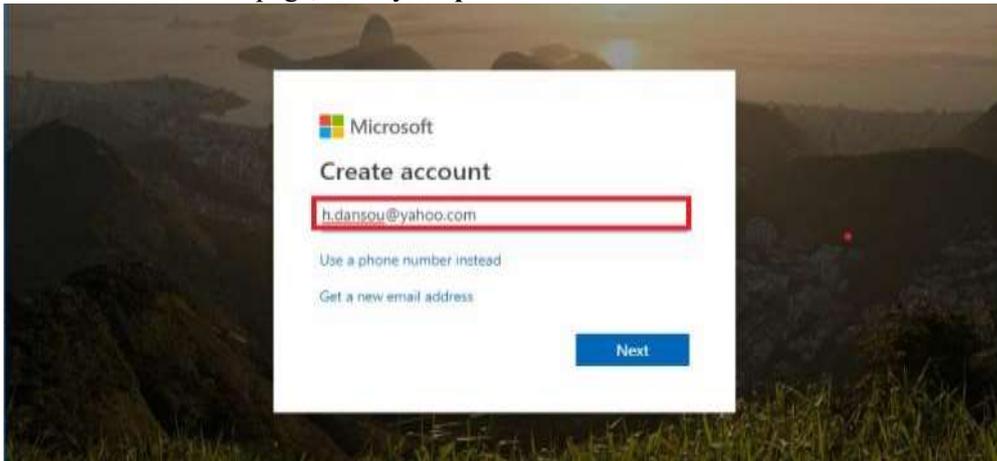


## Registration of Microsoft Account for Asia/Pacific Seamless ANS Reporting Tool

To access the Seamless ANS Reporting Tool, States have to register your email account to create a free Microsoft account with following steps.

1. Go to site: <https://signup.live.com/signup> .
2. On the create account page, enter your **personal email** and click on the **Next** button

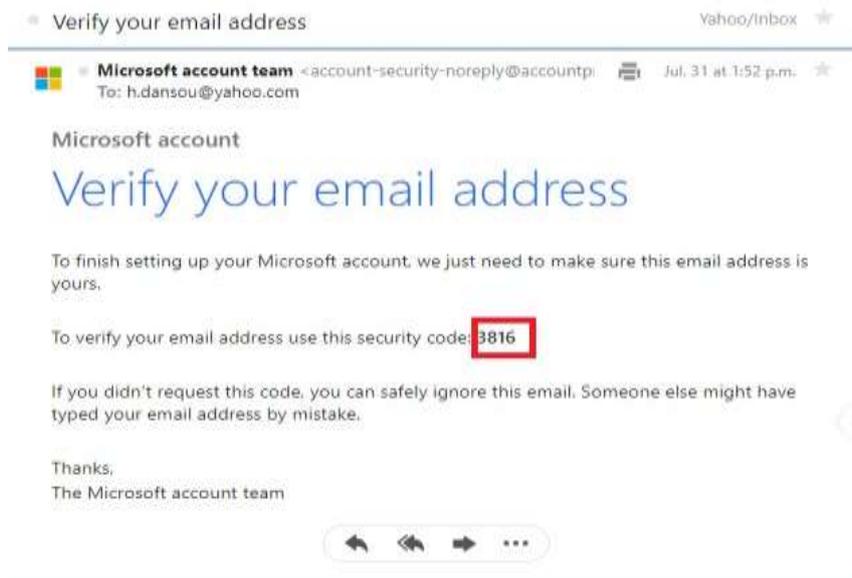


3. Enter a **password** that you would like to use with your **personal account**, and **click** on the **Next** button. **It is important to memorize or note this password for a future connection**

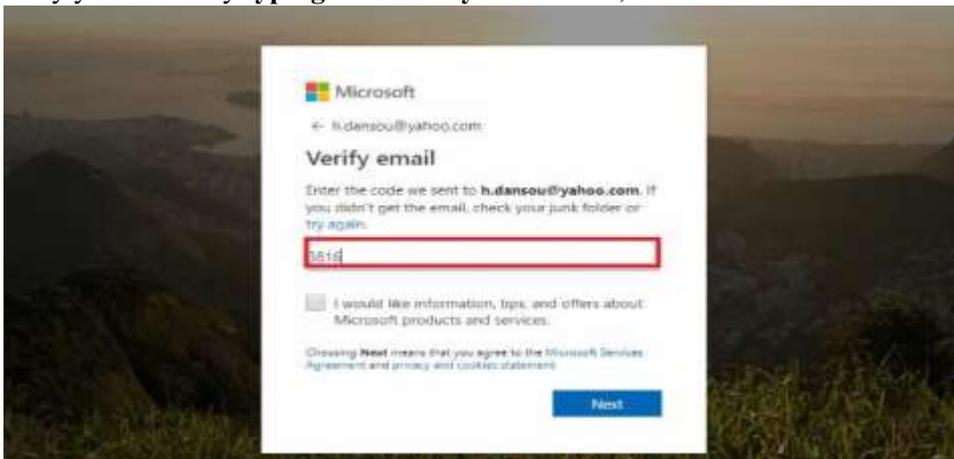


## Registration of Microsoft Account for Asia/Pacific Seamless ANS Reporting Tool

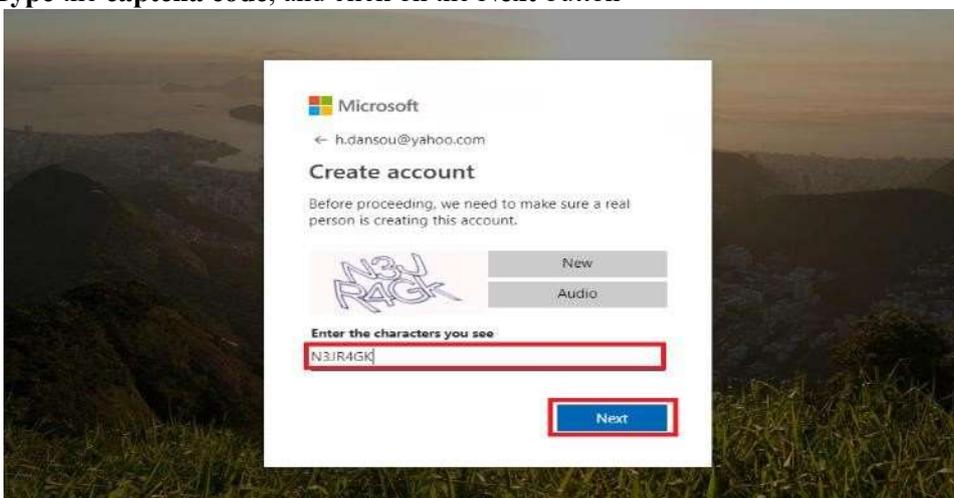
- Microsoft will send you a **security code** to your **personal email**. Note the security code for the below steps



- Verify your email by **typing** the **security code** above, then click on the **Next** button



- Type the **captcha code**, and click on the **Next** button

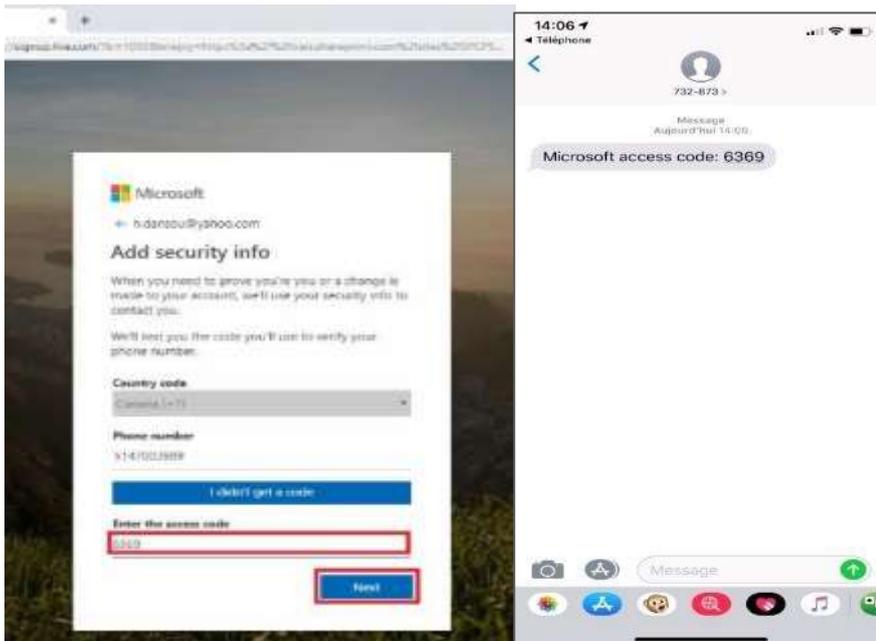


## Registration of Microsoft Account for Asia/Pacific Seamless ANS Reporting Tool

7. Add security info using your **phone number**. Select your **country code**, and type your **phone number**, then click on **Send code** button

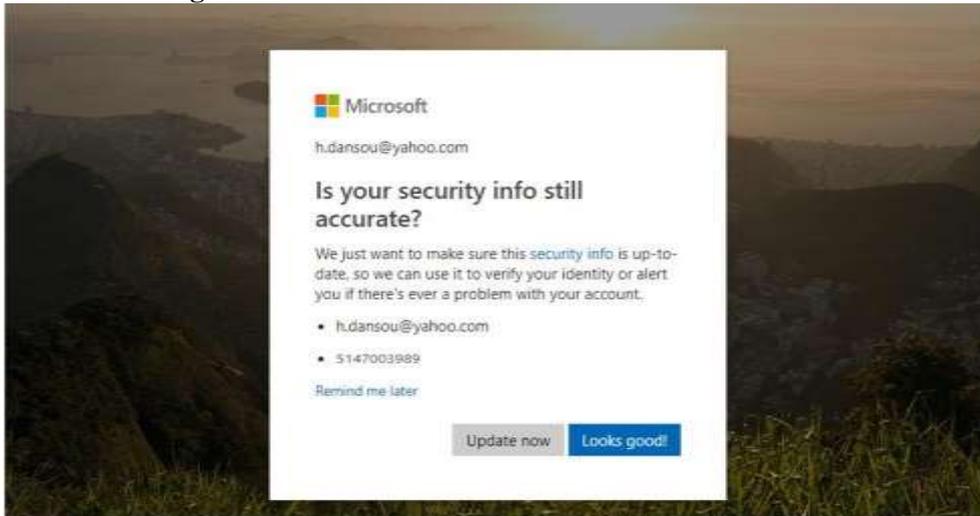


8. Type the **Microsoft access code** sent as SMS to your **phone number**, and **click** on the **Next** button



## Registration of Microsoft Account for Asia/Pacific Seamless ANS Reporting Tool

9. Check again your security info and update them if needed.  
Click on **Looks good!** button If all the information are correct.



10. Now, a free Microsoft account is created, remember the email address and password for later Microsoft account login.
11. After above steps, you **must** inform your registered email address to ICAO APAC Regional Office via [tchui@icao.int](mailto:tchui@icao.int) to grant permission on the portal.

## Registration ICAO Officers

ICAO APAC Regional Officers have been pre-registered to the Tool. To add or update, please contact [tchui@icao.int](mailto:tchui@icao.int).