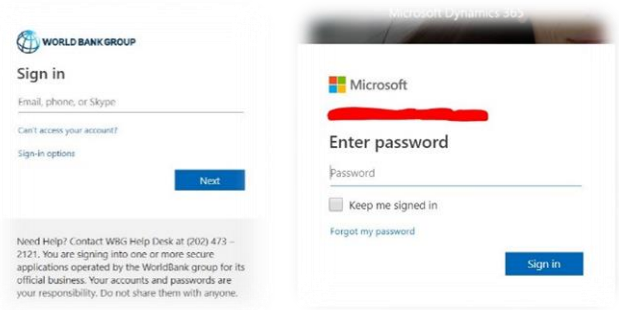


# GEF Portal – Focal Point access

1. For the first time ONLY, go to the invitation Link sent in the invitation email

2. Enter your email address (the one where you have received the invitation email). IF REQUESTED, enter the password related to your email address (image on the right):



3. After a successful login you will be presented with the Focal Point landing page:

GEF ID	Project Name	Type	Country	Agency	Focal Area	Program Manager	Status
10289	Test NGI 2 step - BD	MSP	Brazil	UNDP	Biodiversity		Pending
10287	Test EA to FAC	EA	Brazil	UNDP	Biodiversity		CEO Endorsement Pending
10286	Test NGI - MFA	PFD	Regional	UNDP	Multi Focal Area	Wanderson Batista Roldao	Council Approved
10284	Test NGI single FA - BD	PFD	Burundi	UNDP	Biodiversity	Wanderson Batista Roldao	Council Approved

- A. Link to the Home – Focal Point Landing Page
- B. Table with projects

related to the **country** of the Focal Point

- C. Search by: Select the category to filter
- D. Enter search term based on the category chosen from option C
- E. When clicked, opens review document list to review PIF form, CEO Endorsement form and review sheets

4. Reports page:

- A. Link to the Reports Page
- B. Glossary of terms for the STAR Utilization Report
- C. List of reports by Phase
- D. Project Information report with all projects for the selected Phase
- E. STAR Utilization Report link to visualize the report online
- F. Select Phase: GEF – 6 or GEF – 7
- G. Link to download the reports to be opened as Excel Spreadsheet