

CORPORATE AFFAIRS AND INTELLECTUAL PROPERTY OFFICE

A division of the Ministry of International Business and Industry, BARBADOS

USER REGISTRATION

USER MANNUAL FILE

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1. Introduction and Accessing CAIPO Portal

This document is the help for Incorporation Services in the new system. To access the new portal, navigate to **www.caipo.gov.bb**. The new CAIPO portal is compatible with the following browsers: Chrome 70+ / Firefox 70 + / IE 12+.

Users are advised to refer to the latest help file available under **<pathway>**

For accessing the Incorporation services on the website follow below navigation **<link>**

2. Contact@CAIPO

For any issues, users can raise any concern to CAIPO and may call the given Toll-Free Helpline number given on the CAIPO Portal or raise a request using the “Contact@CAIPO” page.

3. Register to the new Portal

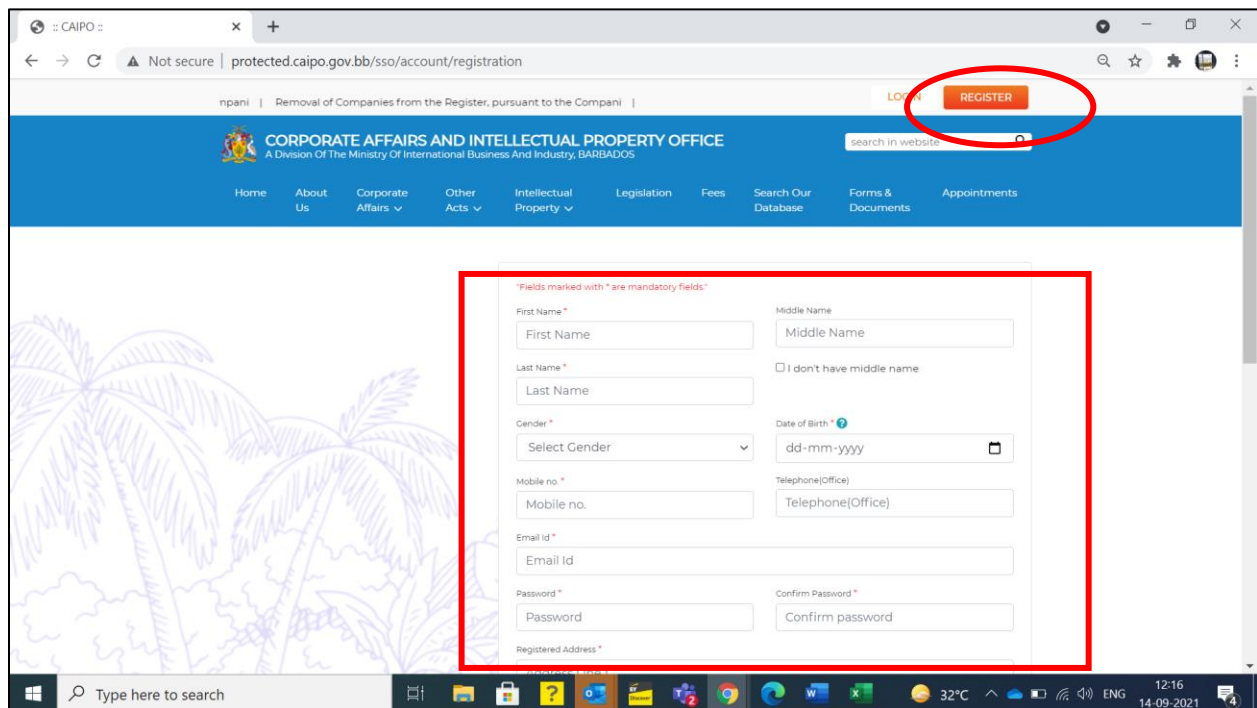
To Login on Corporate Affairs and Intellectual Property Office (CAIPO) portal you would require:

- a) Internet Connection
- a) Valid User ID and password provided to log in

STEP 1: USER REGISTRATION

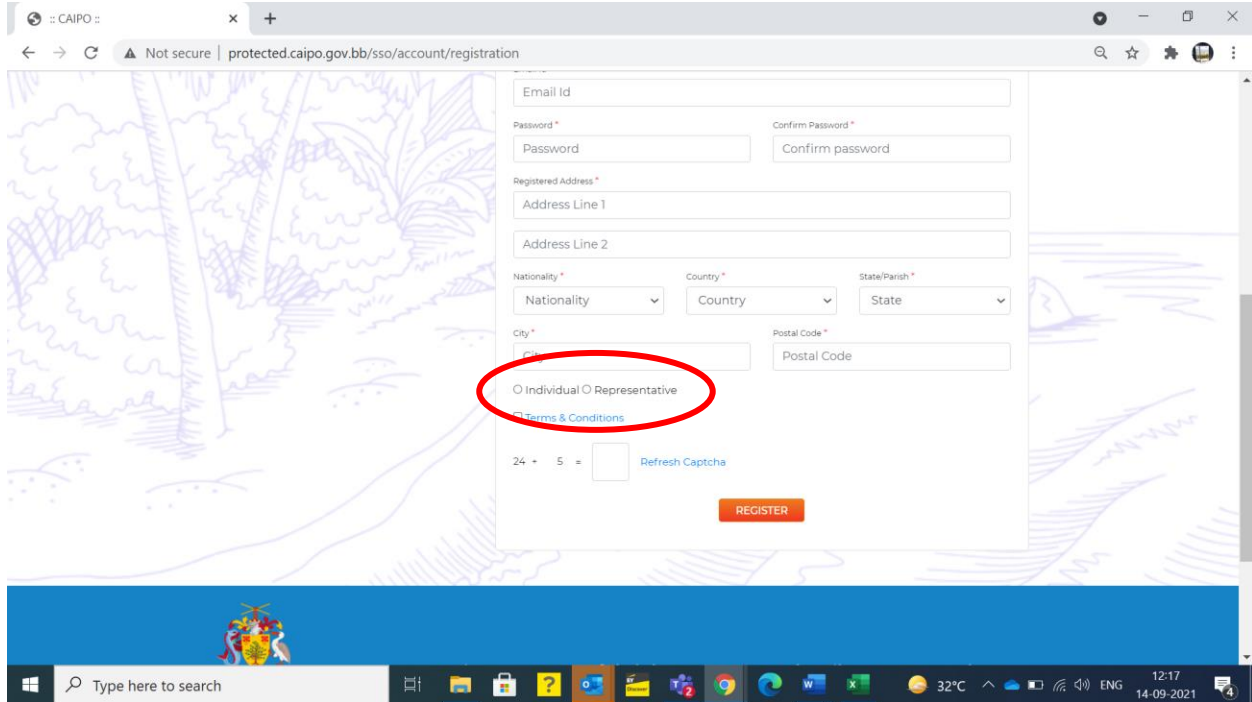
Proceed with the following steps:

1. Visit the CAIPO website and proceed with Registration by clicking on “**Register**” button.

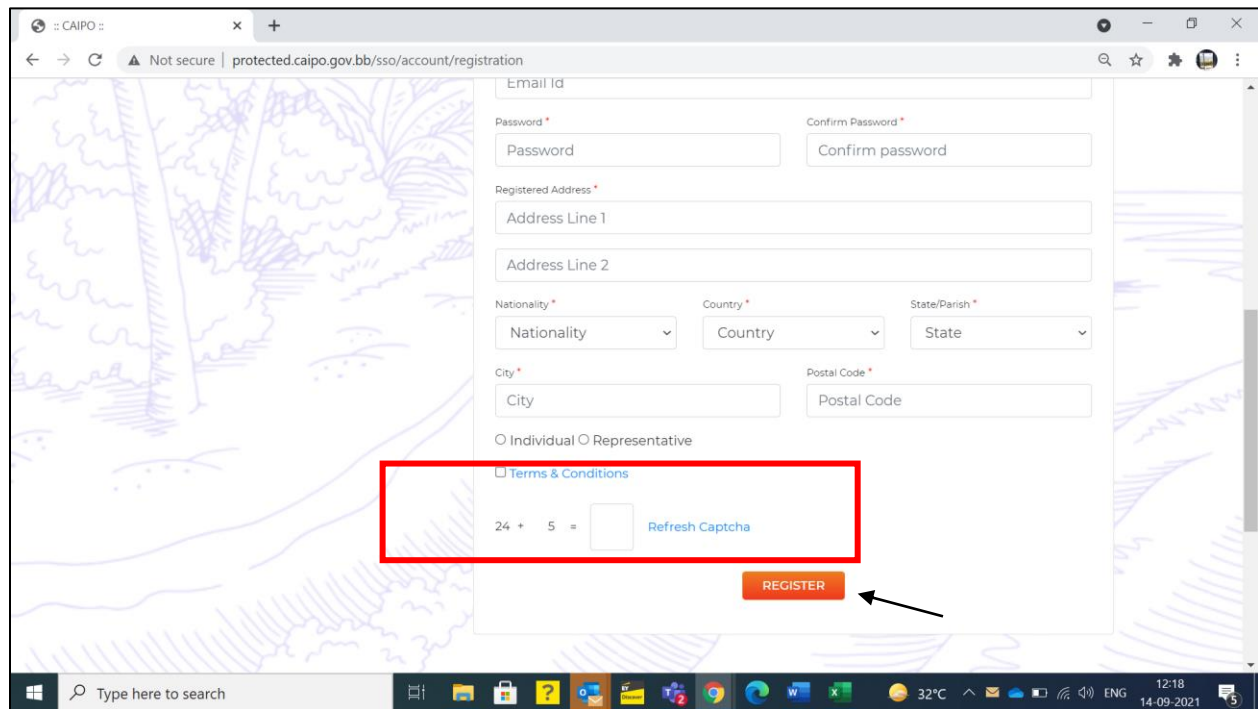


The screenshot shows the CAIPO website's registration page. The browser address bar displays 'protected.caipo.gov.bb/sso/account/registration'. The page header includes the CAIPO logo and navigation links. A red circle highlights the 'REGISTER' button in the top right corner. A red box highlights the registration form fields, which include: First Name, Middle Name, Last Name, Gender, Date of Birth, Mobile no., Telephone (Office), Email Id, Password, and Confirm Password. A note above the form states: '*Fields marked with * are mandatory fields*'. The Windows taskbar at the bottom shows the date as 14-09-2021 and the time as 12:16.

2. After clicking on “**Register**”, a new screen page opens prompting the user to enter his basic details such as Name, Gender, Date of Birth, Mobile No., Email ID etc.
3. Two types of user registration are allowed by the system: **Individual** and **Representative**. Select the required option by clicking the radio button.



- **Captcha verification** requirement to be fulfilled by the User for User registration.
- After fulfilling the Captcha requirement, click **“Register”**



STEP 2: USER NOTIFICATION

- The system generates unique Applicant ID and sends notification to applicant about successful registration with login details over email and SMS.