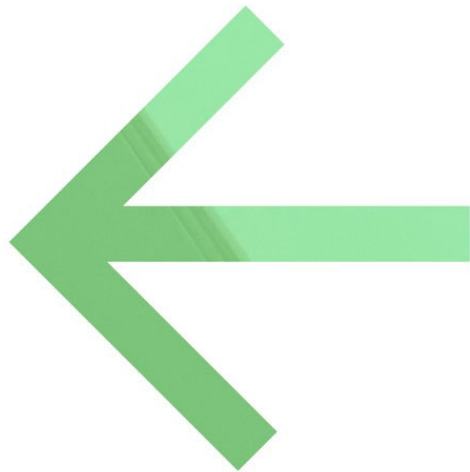


.pt

**Create
User**



The creation of a **user** always requires the existence of an entity (nic-handle) in the .PT system. The user can manage the data and domains associated with the **entity (nic-handle)**.

When creating a user there are two possible scenarios:

- A.** The entity does not yet exist in the .PT system;
- B.** The entity already exists in the .PT system, but does not have a user created.

Scenario A:

Before you begin, you should confirm that you have the following correct and up-to-date data in order to create the user and also the entity:

- Name
- Address
- Country
- Email
- Phone number
- VAT number/ TIN

Scenario B:

Before you begin, you should verify that the entity's data is updated through querying the data in whois.pt.pt **OR** contact via:

 request@pt.pt

 [\(+351\) 215 907 711](tel:+351215907711)



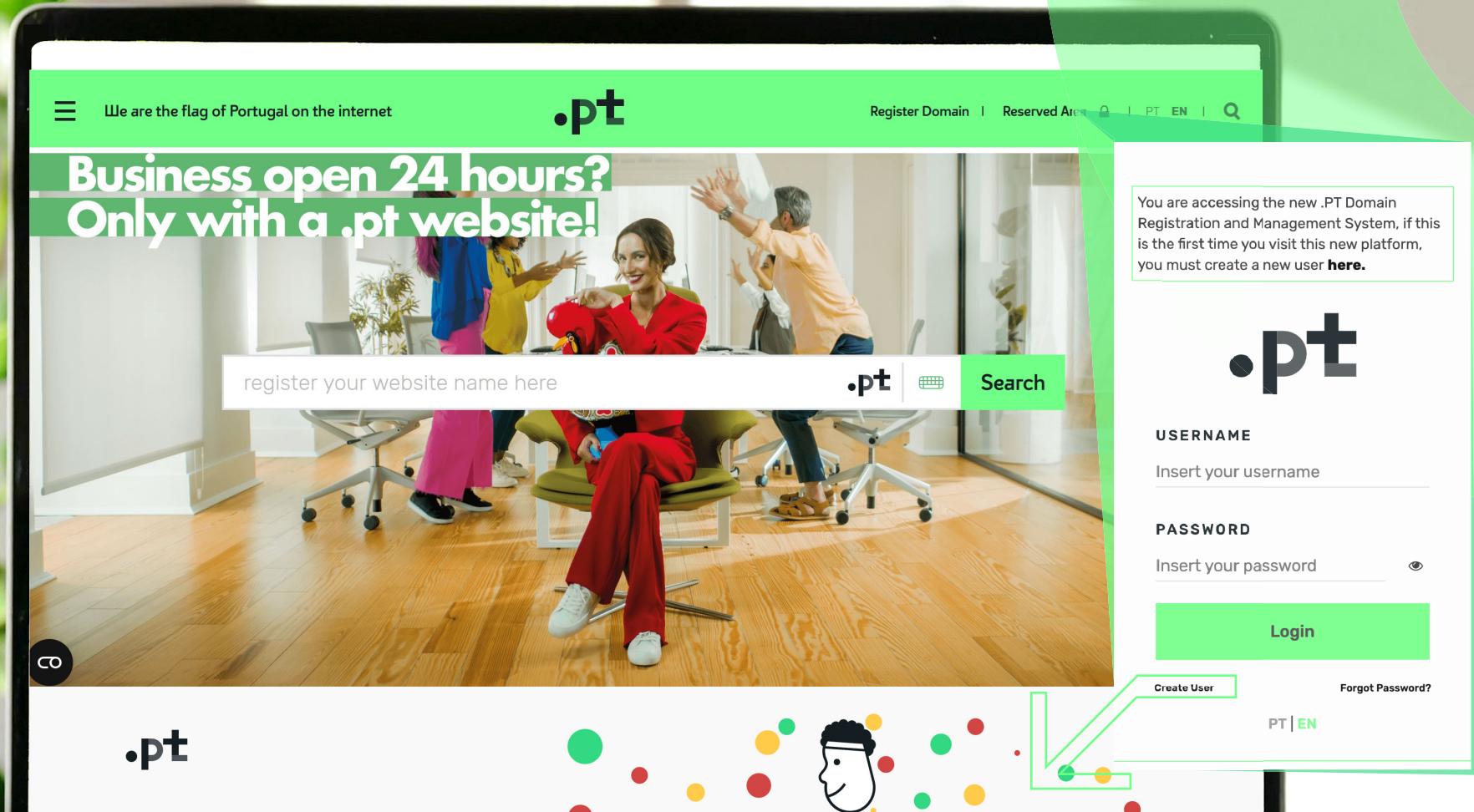
If the email is out of date, you should contact us via request@pt.pt to proceed with the update.



If the user creation request is initiated with outdated information, it will expire at midnight the next day, and only then will it be possible to restart the process.

To create the user, you must:

1. Go to www.pt.pt; >
2. Click on Reserved Area; >
3. Click on "Create User";



4. Fill in all the requested data, with particular attention to the Country, VAT number/TIN and Email fields and click on "Submit";

New User
 Create new User

1 Insert your credentials

2 Registration Confirmation

Name

Email

Phone Number

VAT Number

Country

Username

Password

Confirm Password

Submit

• Use lowercase and/or numbers, that can be separated by dot (.), underscore (_) and dash (-), from 5 to 30 characters

• Minimum 8 characters and max of 15, with uppercase, lowercase, number and symbol.

5. A notification with a link will be sent to the email indicated. You should follow the link to confirm or complete your user creation;

.pt

Dear Sir/Madam

You have requested to create a new account to access the .PT reserved area, with the following data:

Name:

Email:

Telephone:

VAT Number:

To complete the process that will give you access to your reserved area, go to this [link](#).

Consult our Privacy Policy at www.pt.pt.

Best Regards

www.pt.pt

6. Scenario A:

If the entity does not yet exist in the .PT system, you should fill in the required data and click on "Create Entity";

 **New User**
Create new User

1 Insert your credentials

2 Registration Confirmation

REGISTRATION CONFIRMATION

Your email has been successfully confirmed. Fill the input fields to create your Entity.

New Entity

Fill the input fields to create a new Entity

Personal Data

NAME *

ID NUMBER *

VAT Number

TYPE *

PHONE NUMBE

E-MAIL *

Address

COUNTRY *

LOCALITY *

POSTAL CODE *

ADDRESS *

STATE/PROVINCE/REGION *

NR/FLOOR/FRACTION *

Cancel

Create Entity

Scenario B:

If the entity already exists in the .PT system, it will be enough to confirm the creation of the user;

 **New User**
Create new User

1 Insert your credentials

2 Registration Confirmation

REGISTRATION CONFIRMATION

Your email has been successfully confirmed. Your user has been associated to your entity.

Entity Detail

Name

Entity Type

NIC-Handle

Creation Date

Email

Phone Number

Next Step



7. You can now access your reserved area with the username and password defined.

NIC-Handle

[Redacted]

Creation Date

[Redacted]

Email

[Redacted]

Phone Number

[Redacted]

Next Step

You are accessing the new .PT Domain Registration and Management System, if this is the first time you visit this new platform, you must create a new user **here**.

.pt

USERNAME

Insert your username

PASSWORD

Insert your password



Login

Create User

Forgot Password?

PT | EN

.pt

**We are
connected!**

Thank you!

