

# Submission of Nationally Determined Contributions (NDCs)

A brief guide for Parties about the submission procedures of nationally determined contributions (NDCs) to the UNFCCC secretariat

Version as of 2 December 2021

## Create an UNFCCC user account



The national focal point (or designated user) of each Party creates an UNFCCC user account at:

<https://userregistration.unfccc.int>

If the national focal point (or designated user) has already an UNFCCC user account, no need to open a new one.

In case password has been forgotten, please reset it at: <https://passwordreset.unfccc.int>



## Get access to the interim NDC registry

Indicate which UNFCCC user account should get access to the interim NDC registry by writing to:

[ndc@unfccc.int](mailto:ndc@unfccc.int) or

[tools.support@unfccc.int](mailto:tools.support@unfccc.int)



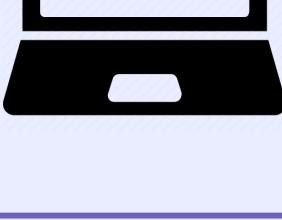
## Submit NDC related documents to the interim NDC registry

Log in to the interim NDC registry using the UNFCCC user account, for which access has been granted, at:

<https://www4.unfccc.int/sites/ndcstaging/Pages/Home.aspx>

Upload NDC related documents to the interim NDC registry following the steps outlined in the manual available at:

[https://unfccc.int/files/focus/indc\\_portal/application/pdf/ndc\\_parties\\_userguide\\_version\\_1\\_may\\_2016\\_\(2\).pdf](https://unfccc.int/files/focus/indc_portal/application/pdf/ndc_parties_userguide_version_1_may_2016_(2).pdf)



## Publication of NDC related documents

After a simple consistency check, all the submitted NDC related documents are recorded and published at:

<https://www4.unfccc.int/sites/ndcstaging/Pages/Home.aspx>



## Obtain technical assistance

For any technical assistance and/or queries in using the interim NDC registry, please write to:

[ndc@unfccc.int](mailto:ndc@unfccc.int) or

[tools.support@unfccc.int](mailto:tools.support@unfccc.int)