Who am I?

Select from the below

Global Fund
External Stakeholders

Principal Recipient (PR) | Go to Page 2

Local Fund Agent (LFA) *(soon)*

Country Coordinating Mechanism (CCM) | Go to Page 103

Third Party | Go to Page 144
Select the type of change request

Select from the below

**Organization information Change Requests**
- Create New Organization | Page 3
- Update Organization Information | Page 4

**Contact Information Change Requests**
- Create Contacts | Page 56
- Update Contacts | Page 76
- Deactivate Contacts | Page 92

**Banking information Change Requests**
- Create banking information | Page 15
- Deactivate banking information | Page 43
- Update banking information | Page 29
Grant Entity Data (GED) Interactive Manual

The steps assigned to you are highlighted in the red boxes

Step 1
PR emails Organization Information Form & supporting documents¹ to Country Team.

Step 2
Global Fund creates new organization in Partner Portal.

Step 3
Designated PR contact with Access Rights receives login details to the Global Fund Partner Portal via email.

Step 4
PR Focal Point contact with Access Rights is able to submit change requests.

¹ See Operational Policy Manual (OPM) Annex 3 on required supporting documents
The steps assigned to you are highlighted in the red boxes.

Follow the steps below:

**Step 1**
PR contact with Access Rights accesses the Global Fund Partner Portal.

**Step 2**
PR contact with Access Rights submits change request to update organization information, including supporting documents. ¹

**Step 3**
Global Fund reviews and validates the changes.

¹ See Operational Policy Manual (OPM) Annex 3 on required supporting documents.

Updated GED reflected in Global Fund Partner Portal.
1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

2. Should you agree, click OK to proceed.
Click on the icon at the top left of the page (App Launcher)
Step 2c

Click **Grant Entity Data**
On the main page, click **Organization Information**.
Select the organization that you want to update by clicking on it.
Click **Update Organization**
1. Change the information that needs to be updated

2. Once all the changes are done, click **Next**
Attach the supporting documents and click **Next**
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! You can access details on the newly created request by clicking on the tabs and scrolling down the page.
The Global Fund Secretariat reviews and validates the changes.

---

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
Step 2a

Principal Recipient (PR)

Create banking information

1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacy-statement/)

The Global Fund licenses, operates and makes available the Partner Portal (the "Portal"). The Portal may contain features including RSS feeds, e-mail alert services, cookies, document management features, data management features and other applications that may be available from time-to-time (collectively, the "Features"). Any person that accesses or uses the Portal or Features, or both (the "User" and together, the "Users") agrees to be bound by the terms and conditions of the Terms of Use of the Global Fund Partner Portal (the "Terms of Use"), as they may be amended from time-to-time (available at this link http://www.theglobalfund.org/en/partner-portal/). These Terms of Use contain important conditions, disclaimers and other provisions, some of which limit the Global Fund's liability. If you do not agree to these Terms of Use or cannot enter into a legally binding agreement, you must not access or use the Portal or any of the Features.

2. Should you agree, click OK to proceed.
Step 2b
Click on the icon at the top left of the page (App Launcher)
Step 2c

Click on "Grant Entity Data" to create banking information for the Principal Recipient (PR).
On the main page, click **Organization Information**
Step 2e

Select the organization you want to update by clicking on it.
Click on the blue arrow and then click **Create Banking Details**.
1. Fill in all the information fields.

Note! Fields with (*) are mandatory.

Click on the arrow to scroll down and see the remaining fields.
Step 2h

Once you have added all the information, click **Next**

**Note!**

It is mandatory to add either the BIC (SWIFT) or ABA Code.
Step 2i

Attach the supporting documents and click Next.
Step 2j

Answer the security questions (if applicable) and click Next.
A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click Next.
Step 2

The request is submitted.
You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! You can access details on the newly created request by clicking on the tabs and scrolling down the page.
The steps assigned to you are highlighted in the red boxes.

**Step 1**
PR contact with Access Rights accesses the Global Fund Partner Portal.

**Step 2**
PR contact with Access Rights submits change request to *update banking information*, including supporting documents.

**Step 3**
PR contact with Access Rights confirms additional information.

**Step 4**
The Global Fund Secretariat reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

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2. Should you agree, click OK to proceed.
Click on the icon at the top left of the page (App Launcher).
Click Grant Entity Data
On the main page, click on the **Organization Information** tab.
Select the organization that you want to update by clicking on it.
Click on the blue arrow and then click **Update Banking Details**.
Step 2g: PR | Update Banking Info

Select the Bank account you want to update and click **Next**.
Once you have updated all the necessary information, click **Next**.
Attach the supporting documents and click **Next**
Answer the security questions (if applicable) and click **Next**
A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click Next.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! You can access details on the newly created request by clicking on the tabs and scrolling down the page.
Step 1
PR contact with Access Rights accesses the Global Fund Partner Portal.

Step 2
PR contact with Access Rights submits change request to deactivate banking information, including supporting documents.

Step 3
PR contact with Access Rights confirms additional information.

Step 4
The Global Fund Secretariat reviews and validates the changes.

The steps assigned to you are highlighted in the red boxes.

1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

2. Should you agree, click OK to proceed.

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacy-statement/)

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Click on the icon at the top left of the page (App Launcher).
Click Grant Entity Data
Step 2d

Select the organization that you want to update by clicking on it.
Click on the blue arrow and then click **Deactivate Banking Details**.
Step 2f

Select the Bank account you want to deactivate and click Next.
Step 2g

Attach the supporting documents and click **Next**
Deactivate Banking Details

What is the name of your previous bank? If applicable

In which country was your previous bank located? If applicable

What was the last disbursement amount to the PR Organization? If applicable

What was the currency of the last disbursement amount to the PR Organization? If applicable

Answer the security questions (if applicable) and click **Next**
A security code of 6 digits will be sent to your email address. Copy and paste the code on the appropriate field and click Next.
Read the warning message carefully before confirming the Banking deactivation and click Next.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! You can access details on the newly created request by clicking on the tabs and scrolling down the page.
The steps assigned to you are highlighted in the red boxes.

Follow the steps below:

**Step 1**
PR contact with Access Rights accesses the Global Fund Partner Portal.

**Step 2**
PR contact with Access Rights submits change request to create a contact, including supporting documents.

**Step 3**
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.
1. Read the information displayed carefully regarding the Global Fund **Privacy Statement** and the **Partner Portal Terms of use**

Your privacy is important to us. The Global Fund is committed to respecting the dignity and privacy of people, while balancing such rights with the Global Fund values of transparency and accountability and the ability of the Global Fund to carry out its mission. For further information on how the Global Fund collects and uses personal data, please read the Privacy Statements, including the supplemental statement for Global Fund Grant Funding and Management Activities, on our website. (https://www.theglobalfund.org/en/legal/privacy-statement/)

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2. Should you agree, click **OK** to proceed
Step 2b
Principal Recipient (PR)
Create Contacts

Welcome!
Use App Launcher to choose what portal you want to open

Click on the icon at the top left of the page (App Launcher)
Step 2c

Principal Recipient (PR)
Create Contacts

Click Grant Entity Data
On the main page, click **Organization Information**
Select the organization you want to update by clicking on it.
Step 2f
Principal Recipient (PR)
Create Contacts

Click Create Contact
Enter the contact details and click **Next**

**Note!**
Fields with (*) are mandatory.
1. You can edit the **Job Title** by clicking on the pen icon

2. Scroll to the right to assign contact rights
Step 2i

1. Check the following boxes if applicable to this contact:
   - Signatory for Legally-Binding Documents
   - Signatory for Disbursements Requests
   - Organization Representative for Notices

2. Scroll to the right to assign other rights
Step 2j: Create Contacts

1. Check the following boxes to this contact, if applicable:
   - Access to GED Portal
   - Access to Wambo Portal

2. Click **Save** once you have checked the corresponding rights
Click Next
Attach the supporting documents and click **Next**
**Global PRs** can perform duplicate checks of contacts in the system. Should a potential duplicate be identified, select it, use the Action icon to view the details of the contact, and determine whether it applies to the contact you are creating.

Click [here](#) to skip this step.
Following the Action icon click **View**. This will bring you to another window with detailed information about the potential duplicate contact.
1. Under Details and Positions and Access tabs, you can view all the information on the potential duplicate contact.

2. Click on the arrow to go back to the main page of the change request.
If the contact is not a duplicate, you can go further with the request by clicking **Next**.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Click on the arrow to scroll down the screen and see the details of the change request raised.
The new rights are updated according to the color legend

Note! You can click on the Details tab to see the contact information
The steps assigned to you are highlighted in the red boxes.

**Step 1**
PR contact with Access Rights accesses the Global Fund Partner Portal.

**Step 2**
PR contact with Access Rights submits change request to update a contact, including supporting documents.

**Step 3**
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
Step 2a
Principal Recipient (PR)
Update Contacts

1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

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2. Should you agree, click OK to proceed.
Click on the icon at the top left of the page (App Launcher)
Back to the overview of the steps for this request

Step 2c

Principal Recipient (PR)
Update Contacts

Click **Grant Entity Data**
On the main page, click **Organization Information**.
Select the organization you want to update by clicking on it.
Step 2f

PR | Update Contacts

Step 2f
Principal Recipient (PR)
Update Contacts
Select the contact you want to update and click **Next**.
Update the information and click **Next**
1. You can edit the Job Title and check the Signatory for Legally-Binding Documents (if applicable to this contact)

2. Scroll to the right to assign other rights
1. You can check the Signatory for Disbursement Requests or Organization Representative for Notices, if applicable to this contact.

2. Click Save once you have checked the corresponding rights.
Click Next
Attach the supporting documents and click Next.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Click on the arrow to scroll down the screen and see the details of the change request raised.
The new rights are updated according to the color legend.

**Note!**
You can click on the Details tab to see the contact information.
Follow the steps below to deactivate contacts:

**Step 1:** PR contact with Access Rights accesses the [Global Fund Partner Portal](#).

**Step 2:** PR contact with Access Rights submits change request to deactivate contacts.

**Step 3:** Global Fund reviews and validates the changes.

Updated GED reflected in the [Global Fund Partner Portal](#).
1. Read the information displayed carefully regarding the Global Fund Privacy Statement and the Partner Portal Terms of use.

2. Should you agree, click **OK** to proceed.
Click on the icon at the top left of the page (App Launcher)
Click **Grant Entity Data**
On the main page, click **Organization Information**
Step 2e
Principal Recipient (PR)
Deactivate Contacts

Select the organization you want to update by clicking on it.
Click on the blue arrow and then click **Deactivate Contact**
Select the contact you want to deactivate and click Next.
Read the warning message carefully before confirming the deactivation and click Next.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note!
You can access details on the newly created request by clicking on the tabs and scrolling down the page.
Select the type of change request

Select from the below

**Organization information Change Requests**
- Create New Organization | Page 104
- Update Organization Information | Page 105

**Contact Information Change Requests**
- Create Contacts | Page 113
- Update Contacts | Page 126
- Deactivate Contacts | Page 136
**Grant Entity Data (GED) Interactive Manual**

**CCM | Create New Organization**

Follow the steps below

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**Step 1**
CCM emails **Organization Information Form** & supporting documents¹ to Access to Funding.

---

**Step 2**
Global Fund creates new organization in Partner Portal.

---

**Step 3**
Designated CCM focal point with Access Rights receives login details to the Global Fund Partner Portal via email.

---

**Step 4**
CCM Focal Point contact with Access Rights is able to submit change requests.

---

¹ See **Operational Policy Manual (OPM)** Annex 3 on required supporting documents.
The steps assigned to you are highlighted in the red boxes.

**Step 1**
CCM focal point with Access Rights accesses the Global Fund Partner Portal.

**Step 2**
CCM focal point with Access Rights submits change request to update organization information, including supporting documents.

**Step 3**
Global Fund reviews and validates the changes. Updated GED reflected in Global Fund Partner Portal.

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
Step 2a

Country Coordinating Mechanism (CCM)

Update Organization Information

On the Home page, click Organization Information
Click on the name of the organization you wish to update.
Step 2c
Click Update Organization
Change the information you wish to update and click **Next**.
Attach supporting documents and click Next.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details
Step 1
CCM focal point with Access Rights accesses the Global Fund Partner Portal.

Step 2
CCM focal point with Access Rights submits change request to create contacts, including supporting documents.

Step 3
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.
On the Home page, click **Organization Information**
Step 2b

Country Coordinating Mechanism (CCM)
Create Contacts

Click on the name of the organization to which you wish to add a contact.
Step 2c

Country Coordinating Mechanism (CCM)
Create Contacts

Click Create Contact
Step 2d

Country Coordinating Mechanism (CCM)

Create Contacts

1. Fill in all the information

2. Click Next

Note!
Fields with (*) are mandatory

Note!
You can hover over the Info Icon to display more information on how to fill in the fields

Note!
Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change requests the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status.
1. Select the role and the sector represented

2. Click Next
1. Fill in the remaining information
   Note that fields with (*) are mandatory

Note!
You can hover over the Info Icon to display more information on how to fill in the fields

Click on the arrow to scroll down the screen to see the remaining fields
Step 2g

Country Coordinating Mechanism (CCM) Create Contacts

1. Check the corresponding boxes if the contact is one of the following:
   - Signatory for Legally-Binding Documents
   - Member of the Oversight Committee
   - Member of the Executive Committee

 Note! Should you not want to share the details publicly, check this box

2. Click Next to proceed
Add the applicable supporting documents and click **Next**.
Check this box if you want to create more contacts. To proceed, click **Next**.
The request is submitted! Click on the link for more details.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! The Guidance for Success highlights the major elements you need to pay attention to when raising a change request.

Click on the arrow to scroll down the screen and see the details of the change request raised.
The new rights are updated according to the color legend

Note! You can click on the Details tab to see the contact information
Grant Entity Data (GED) Interactive Manual

Step 1
CCM focal point with Access Rights accesses the Global Fund Partner Portal.

Step 2
CCM focal point with Access Rights submits change request to *update contacts*, including supporting documents.1

Step 3
Global Fund reviews and validates the changes.

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
On the Home page, click **Organization Information**
Click on the name of the organization whose contact you wish to update.
Step 2c: Country Coordinating Mechanism (CCM)

Update Contacts

Click Update Contact
Step 2d

CCM | Update Contacts

Select the contact you wish to update and click **Next**.

**Note!**
Every time you raise a change request to Create, Update or Deactivate CM Contacts, the system will create an umbrella Parent Change Request which includes all the individual change request the user is raising at the same time. When you click on the link, you will see the list of the individual change requests and their status.
Note! Fields with (*) are mandatory

Make the updates in the corresponding fields and click **Next**
Note! Depending on the CM selection or role of the contact on the CM, some fields (grayed) can't be modified.

Make the updates in the corresponding fields and click Next.
Note! Fields with (*) are mandatory.

Make the updates in the corresponding fields and click **Next**.
The request is submitted! Click on the link for more details.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note! The Guidance for Success highlights the major elements you need to pay attention to when raising a change request.
Follow the steps below:

Step 1: The CCM focal point with Access Rights accesses the Global Fund Partner Portal.

Step 2: The CCM focal point with Access Rights submits a change request to deactivate contacts.

Step 3: The Global Fund reviews and validates the changes, and the updated GED is reflected in the Global Fund Partner Portal.
On the Home page, click **Organization Information**
Click on the name of the organization from which you wish to deactivate a contact.
Click on the blue arrow and then click **Deactivate Contact**.
Step 2d - CCM

Deactivate Contacts

Select the contact(s) you want to deactivate and click Next.

Note!
Multiple contacts can be deactivated within the same change request. When a contact is deactivated, the information does not appear under the CM. However, if the person returns to the CCM in the future, the system can recall the related information.
Read the warning message carefully before confirming the deactivation and click **Next**.
The request is submitted. You can see more details by clicking on the blue link.
You can now see the details of your successfully submitted change request:

1. Change request type
2. Change request status
3. Chevron status bar indicating the current status of the change request and an overview of the process
4. The change request details

Note!
The Guidance for Success highlights the major elements you need to pay attention to when raising a change request.
Select the type of change request

**Organization information Change Requests**

- Create New Organization | Page 145
- Update Organization Information | Page 146
- Link Existing Third Party with PR | Page 147

**Banking Information Change Requests**

- Create/Update Banking Information | Page 148
Step 1

Third Party emails required information to Country Team, including supporting documents.

Step 2

Global Fund reviews and creates new organization in Global Fund systems.

1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.
Grant Entity Data (GED) Interactive Manual

Step 1
Third Party emails required information to Country Team, including supporting documents.

Step 2
Global Fund reviews and validates the changes.

Updated GED reflected in Global Fund Partner Portal.

1 See *Operational Policy Manual (OPM)* Annex 3 on required supporting documents.
Step 1
Third Party emails required information to Country Team, including supporting documents.

Step 2
Global Fund reviews and creates the link between Third Party and PR in Global Fund systems.

Updated GED reflected in Global Fund Partner Portal.
Grant Entity Data (GED) Interactive Manual

Third Party | Banking Information: Create / Update

Follow the steps below

**Step 1**
Third Party emails required information to Country Team, including supporting documents.1

**Step 2**
Global Fund reviews and sends EcoSign MFA Letter to Third Party to ensure authenticity of request.

**Step 3**
Third Party completes and returns EcoSign MFA Letter to Country Team / Financial Services Team.

**Step 4**
Global Fund reviews and creates Third Party banking information in Global Fund systems.

Updated GED reflected in Global Fund Partner Portal

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1 1 See Operational Policy Manual (OPM) Annex 3 on required supporting documents.