Person who initiates the pre-registration: Team Leaders or Deputy Team Leaders. They can delegate the role to a trusted person.

- **Team Leader** checks the data and clicks on Sign & Send.
- **Users Office** receives and verifies the registration form.

**PRT Client** clicks and initiates the pre-registration form.

- **Fills in mandatory fields** and saves.

OR

- **Share the registration form with the User** and saves.

**User** completes personal data and uploads required documents.

- **Verifies the information and clicks on Mark Ready** and uploads required documents.

**Team Leader** checks the data and clicks on **Sign & Send**.

**Users Office** receives and verifies the registration form.

If **incorrect**, informs.

If **correct**, proceeds.
NOTE: A new User without a complete pre-registration can not enter CERN.

The Team Leader will apply for a visitor card (service portal).