



## Submitting a Grace Letter: A Step-by-Step Guide

The participant administration section ([www.unglobalcompact.org/login](http://www.unglobalcompact.org/login)) of the United Nations Global Compact website was developed to facilitate the maintenance of participant information and the submission of the annually required Communications on Progress (COP) or the submission of a COP Grace Letter to request an extension of the COP due date.

This step-by-step guide is intended to illustrate the process of submitting a COP Grace Letter. The process should take no longer than five (5) minutes.

During the initial registration, individuals listed as 'Company Contact Points' of participating organizations receive a personal login and password by email to manage their organization's record. Upon login to the site, contact points can submit their organization's COP, add new contacts, modify contact information and assign different roles to each contact.

If you have lost your login information, please use the password reset tool to have a new password sent to your registered email ([www.unglobalcompact.org/password/new](http://www.unglobalcompact.org/password/new)).



## Step 1– Submitting a Grace Letter

Go to the administration section of the Global Compact website by clicking on the **'Login'** link on the Global Compact homepage ([www.unglobalcompact.org](http://www.unglobalcompact.org)). Alternatively, you can go directly to the administration site ([www.unglobalcompact.org/login](http://www.unglobalcompact.org/login)).

Upon reaching the login screen (pictured below), please enter your personalized **'Username'** and **'Password.'** Note that all characters are case-sensitive and with no extra spaces.

In case you do not know your login information, click on the link below the login fields (**'Forgot your username or password?'**), enter your registered email address, and your login information will be sent to you. Please note that login information will only be sent to email addresses stored in our database.

United Nations Global Compact

Dashboard

### Login

Username:

Password:

Remember me

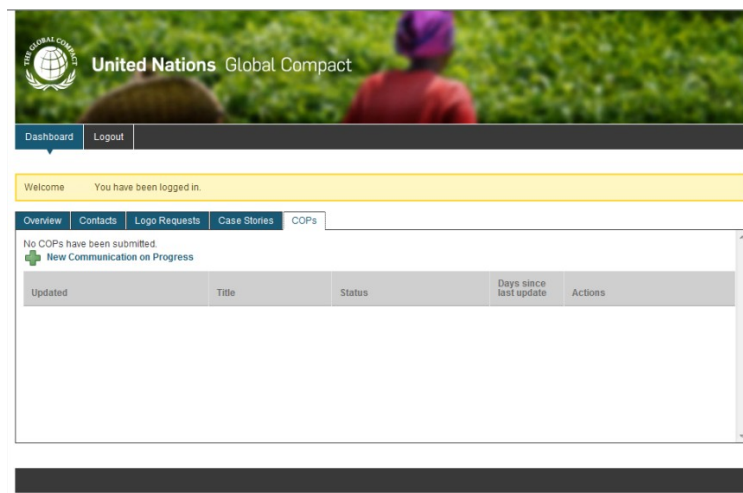
[Forgot your username or password?](#)



## Step 2 – Submitting a Grace Letter

Upon login, you will be taken to your personalized administration page, which allows you to manage existing or add new contacts within your organization, request the use of UNGC Logo, submit a Case Story and submit a COP.

To submit a COP, click on '**COPs**' in the header navigation and then click on '+ New Communication on Progress'





## Step 3 – Submitting a Grace Letter


You are now in the introduction page that explains the COP submission process, and provides access to the three COP submission pages of the United Nations Global Compact Differentiation Programme and the Grace Letter submission page.

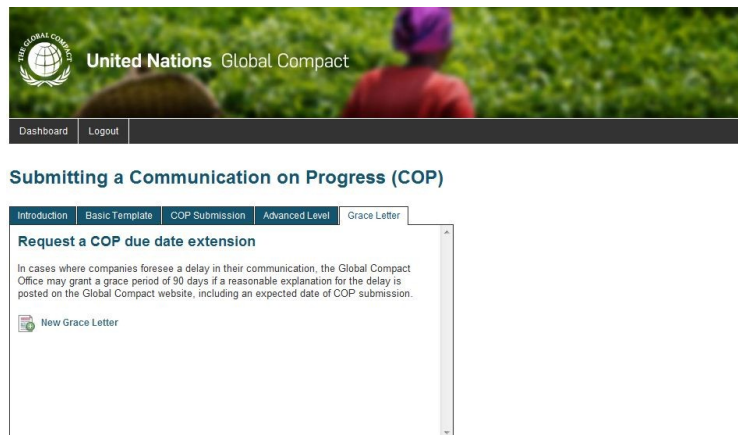
The screenshot shows the United Nations Global Compact website. At the top, there is a header with the logo and the text 'United Nations Global Compact'. Below the header, there is a navigation bar with 'Dashboard' and 'Logout' links. The main content area is titled 'Submitting a Communication on Progress (COP)'. Below this title, there is a tabbed interface with five tabs: 'Introduction', 'Basic Template', 'COP Submission', 'Advanced Level', and 'Grace Letter'. The 'Introduction' tab is currently selected. The content under this tab reads: 'Please choose among the following options to publish your COP on the Global Compact website'. It then lists three options: 'Basic Template: If you are new to the Global Compact, this Template will help you create your first COP.', 'COP Submission: Use this tab if you have already created your COP, either integrated into your sustainability report or as a standalone report, and you are not aiming to qualify for the GC Advanced level.', and 'Advanced Level: Use this tab if your COP demonstrates a higher level of performance and disclosure and you would like to participate in the GC Advanced level.' Finally, it states: 'Grace Letter: You can also submit a grace letter for a 90 day extension to your COP deadline.'



## Step 4 – Submitting a Grace Letter

During this step you may request an extension of your COP due date (a maximum of 90 days). A grace period letter explains that you are requesting additional time to submit your COP and explains why you are making this request. In the interest of transparency, this letter will be publicly accessible on the Global Compact website.

To submit your Grace Letter, please click on the ‘**Grace Letter**’ tab and then ‘ **New Grace Letter.**’





## Step 5 – Submitting a Grace Letter

You must upload your organization's Grace Letter as a **PDF** file.


Once you have attached your PDF file, please click the 'Submit' button in the bottom right of the webpage.

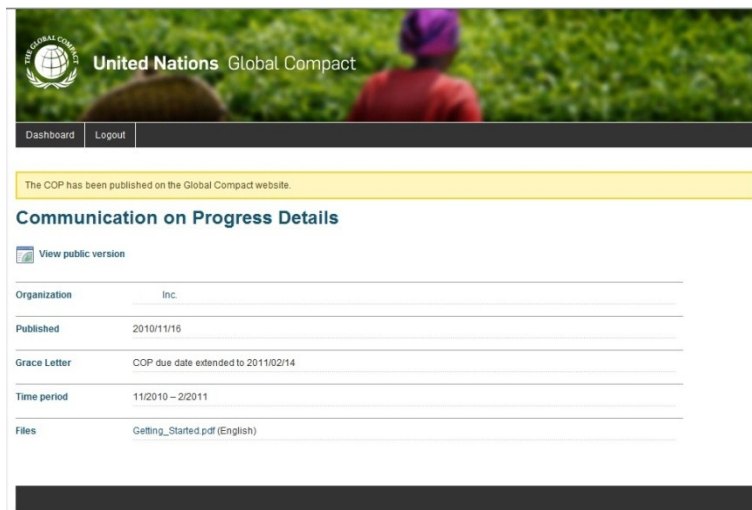
A screenshot of the United Nations Global Compact web interface. The top header features the logo and the text "United Nations Global Compact". Below the header is a navigation bar with "Dashboard" and "Logout" links. The main content area is titled "Communication on Progress" and contains a form for submitting a "Grace Letter". The form includes a text input field with the placeholder "Please upload your 'Grace Letter' as a PDF file", a "Language" dropdown menu currently set to "Arabic", a "Browse..." button, and a "Submit" button at the bottom right.



## Step 6 – Submitting a Grace Letter

Once your Grace Letter has been accepted by the system, you will be automatically redirected to the 'Communication on Progress Details' screen, which will confirm your new COP due date. This is the final step in the submission process.

If you would like further confirmation that your Grace Letter has been approved and to confirm your new due date, please click on ' **View public version**' which will take you to the public page of that COP. Optionally, you may perform a participant search ([www.unglobalcompact.org/participants/search](http://www.unglobalcompact.org/participants/search)) for your company on our public webpage.



Organization	Inc.
Published	2010/11/16
Grace Letter	COP due date extended to 2011/02/14
Time period	11/2010 – 2/2011
Files	Getting_Started.pdf (English)