

CITES Digital Service

Government Gateway Registration

What do I need to do?

To enable you to use the new CITES digital service you or your organisation will need to create a Defra government gateway account. You may already have one of these set up however if not please see below instructions as to how you can do this

What do I need?

To create a Government Gateway user ID, you'll need:

- your name
- an email address
- a password
- a memorable word, which Government Gateway calls a 'recovery word'

Step one

You'll be asked to 'sign in using Government Gateway' scroll down the page and select 'Create sign in details.'

Step two

Enter the email address you want to use with your Government Gateway user ID.

Step three

Enter the confirmation code the service has sent to your email. If you have not received a code, click on 'I have not got the email' and a new code will be emailed to you.

Step four

Enter your full name and click Continue.

Step five

Create your password and click Continue.

Step six

You will be prompted to set up recovery details, click Continue.

Create a recovery word and click Continue.

Step seven

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

New users of Government Gateway

[Create sign in details](#)

Enter code to confirm your email address

We have sent a code to: test@sgtest.33mail.com

! If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code
For example, DNCLRK

[▶▶ I have not received the email](#)

Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

Continue

Your Government Gateway registration is now complete.

The next screen confirms your user ID. It will also be sent to your confirmed email address.

**Your Government
Gateway user ID is:**

67 23 25 26 58 31

We have sent it to **test@sgtest.33mail.com**.

You will need your user ID and your password each time you sign in to Government Gateway.

Continue