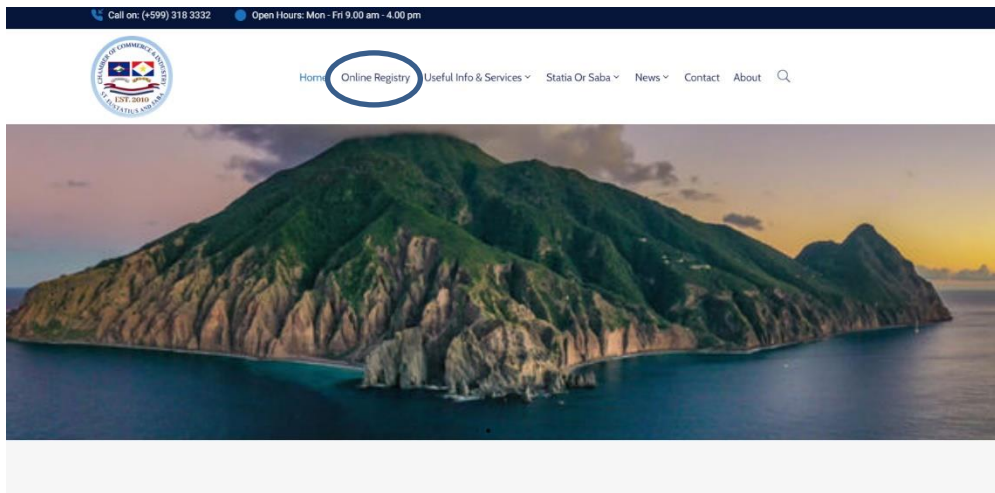




## Instructions for creation of an online account on the new online trade register of the Chamber of Commerce & Industry Statia and Saba

1. Visit the Chamber of Commerce website: <https://statia-sabachamber.com/>
2. Click on “Online Registry” (see below)



3. After choosing Online Registry you will see this page open (see below)

Welcome to Chamber of Commerce & Industry St. Eustatius & Saba

Are you a new client?

[Create account](#)

Or sign in if you have an account

Login name

Password

[Login](#) [Forgot password?](#)

To be able to do the following in the commercial register, it is mandatory to create an online account:

- View the trade register (look up companies).
- Purchasing products from the trade register.
- Registering a new company/organization.
- Submit changes to an already registered company (this requires an 'access code' in addition to an account).

- If you are a new client or do not have an online account yet click on **“Create Account”** to create a new account (see below)

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- Then fill in the requested (user) data. All fields marked with a \* are mandatory to be completed

## Registration

### User details

First name \*

Key in your First name

Last name \*

Key in your Last name

Email \*

Key in your email which will be used to send digital correspondence to you

Please pick a login for your account. This can be your email address or any other login name you wish.

Login Name \*

This is the name that you will use to access the portal (you can also use your email as Login Name if you so desire)

Password \*

Key in your secret password that you will use together with your Login Name to access the portal

Confirm password \*

Confirm the secret password that you have input in the previous field

Address Line 1 \*

Please include your address information

Address 2

Optional fields to include more address details

Address 3

Optional fields to include more address details

Country \*

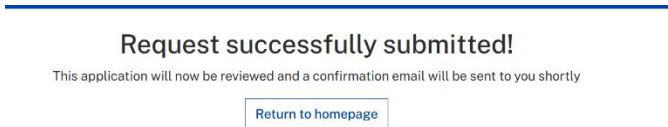
Choose your country from the list

Preferred language \*

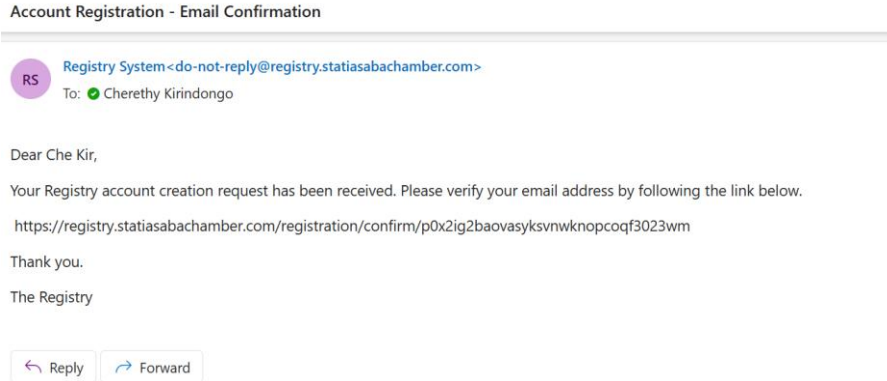
Choose your preferred language in which your portal will be displayed

[Register](#)

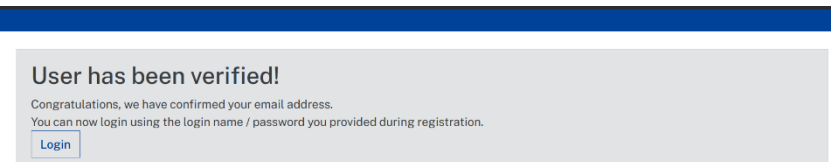
- After you have input all required information click on the blue button **“Register”** to proceed. You will see the following confirmation screen.



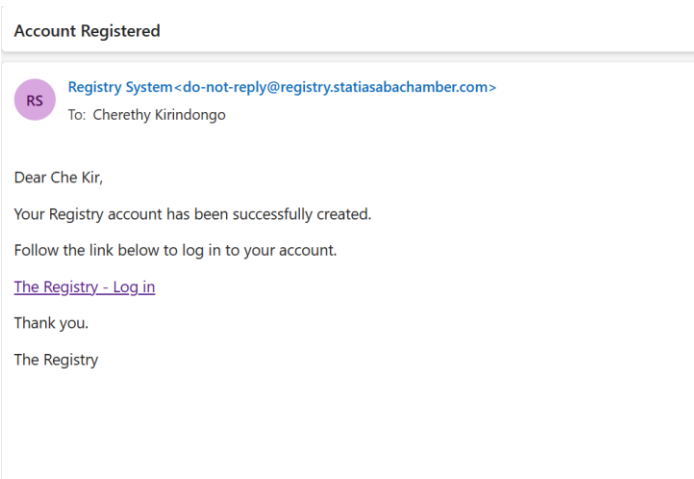
- Check your email (that you have input in the registration screen) for below confirmation that you have created an account. If you do not find this message in your inbox, please double check in your spam or junk mail folder.



- Click on the link in the mail email to verify your account. If you cannot click on it directly, please copy the hyperlink and paste it in your browser. Then you will receive the following confirmation that your account has been verified successfully.



This will also be confirmed in a new email (see below)



9. Click on the link provided in the confirmation email to go back to login screen of the portal or access the portal again through <https://statia-sabachamber.com/> and afterwards click “**Online Registry**”. This will take you back to the home screen where you must enter your Login name and password.

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You can then search the trade register or purchase products from the trade register. It is also possible to pay by credit card or to make payment by bank transfer (mentioning the reference number stated after you have placed an order)

### **Access code**

An access code is only needed if you want to make changes in your own organization or company (see instructions for making changes to an organization/company).

If you lose this, you can always request a new one for your organization or company from the Chamber of Commerce Statia and Saba.