Systematic Tracking of Exchanges in Procurement (STEP) is upgrading to a simpler and more secure login experience. This is in line with the WBG’s authentication modernization effort to enhance security for all applications.

This user guide contains the following:

- **Account Activation Instructions:** Follow these instructions to activate your account with the new login experience. You will only need to complete this process once to start accessing the new authentication enabled STEP.

- **Returning User Instructions:** Once your account has been activated, please follow these instructions every time you want to access the new authentication enabled STEP.

Note: Effective April 2, 2022, you will not be able to access STEP until you activate your account.
Account Activation Instructions

1. Please open the World Bank Group personalized email sent to your registered email address. Click on the link in that email to start the process.

2. All other accounts will be prompted to enter your WBG-registered email address to receive an Email OTP containing a One-Time Password (OTP) code that will be used for registration:
   a. Click on Send Code to receive the OTP via email.
   b. Please open the email you would have received from the World Bank Group and copy the Account verification code.
   c. Enter the 8-digit account verification code and click on Sign in to proceed.

3. Click Accept on the Review permissions screen.

4. You will be automatically signed into STEP on your computer browser.

Congratulations! You’ve successfully obtained access to STEP.
RETURNING USER INSTRUCTIONS
Only For Returning Users

Using Gmail.com, MSN.com, Hotmail.com, Outlook.com or Microsoft Partner Network Accounts

What You Will Need:

A computer or smartphone connected to the internet.
Returning User Instructions

1. You can access STEP by going into your browser of preference and entering the following URL:

   https://step.worldbank.org/

2. You may be required to confirm your email address and password. Note: If not, you will be automatically redirected to Step 3.

   a. Insert your email address and click Next.

   b. Insert your password, then click Sign In to proceed.

3. You will be automatically signed into STEP on your computer browser.

   Congratulations! You’ve successfully accessed STEP.
Only For Returning Users
Using Yahoo.com, AOL.com, or any other e-mail domain

What You Will Need:

A computer or smartphone connected to the internet.
Return User Instructions

1. You can access STEP by going into your browser of preference and entering the following URL:

   https://step.worldbank.org/

2. You will be required to confirm your email address. Then, click on Next.

3. You will be prompted to receive an Email OTP containing a One-Time Password (code) that will be used for registration. Click on Send Code to receive it via email.

4. Please open the email you would have received from WBG (via Microsoft) <account-security-noreply> and copy the Account verification code.

5. Enter the 8-digit account verification code and click on Sign in to proceed.

6. You will be automatically signed into STEP on your computer browser.

   Congratulations! You’ve successfully accessed STEP.
Need help?

Contact your Procurement Specialist or STEP Coordinator for assistance.