

How to Access the Portal

- PaperSmart portal can be accessed at
 - PaperSmart Portal
<https://papersmart.uneca.org> or
 - <https://www.uneca.org/cfm2020> in documents menu item
- If you wish to change the language there is a language bar on the Top right corner of the page

How to Access the Meeting's Page

1. Choose the meeting you would like to access from the four tabs made available. or type in the title of the meeting in the search field
2. To access the meeting details please click on a meeting title which will lead you to a specific meetings page

How to change to a Calendar view

1. Please click on the Calendar View button located on the left side of the screen beneath the meeting's information area

2. Displayed will be a calendar highlighting all the scheduled events in the meeting you have selected
3. You can change the Month/Week/Day displayed by clicking on the two arrows next to the button labelled Today
4. Download the calendar by clicking on the Download iCal button which will give you options of opening the calendar in your outlook mail or calendar app, choose either to view the calendar and integrate it with your applications on your mobile device or computer
5. You may also email the calendar by clicking on the MailiCal button
6. You can click any event on the calendar, which will take you to the programme's page where you can view the details

How to View a Programme

1. Programme – Displays all scheduled programmes for the day and any upcoming programmes pertaining to the specific meeting
2. Please Click on the Programme Tab

How to View the Agenda of the Programme

1. Agenda – Displays agendas of the meeting
2. Please click on the **Agenda** tab to learn more about the Agendas
3. You will find a list of Agenda addressed by Programme

How to View Specific Meeting Documents

1. Documents – Displays all documents needed for the meeting
2. Please click on the **Documents** tab
3. Please click on the drop-down arrow of any one of your choice
4. The documents are listed and you will have the option of
 1. Downloading (English or French),
 2. Printing (on demand) or
 3. Sharing the document on any of the social media platforms displayed while hovering over the Share menu.

How to Download the Document

1. Please click on the **Download** button
2. The choice of English or French will be displayed choose your preference
3. A document download dialogue box will be opened where you can choose to “OPEN”, “SAVE” or “SAVE AS” the document of your choice

How to Print on Demand

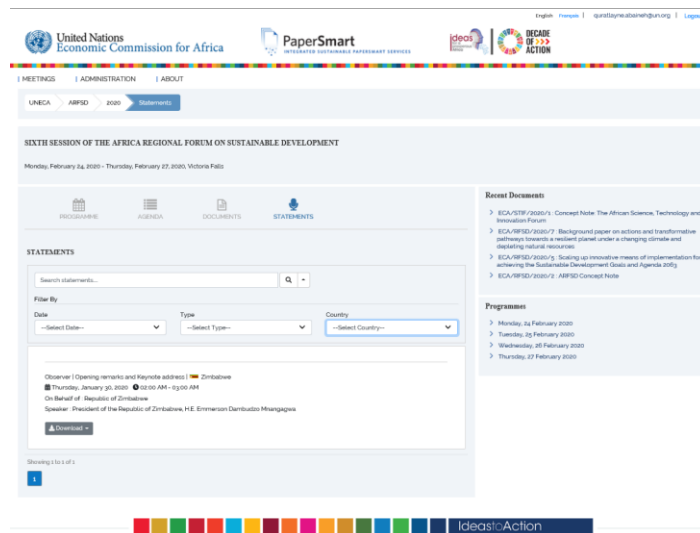
1. Please click on the **Print on Demand** Option and fill out the requested information
2. You may only print a maximum of 5 copies,

**Please note that your printed documents will be delivered to you by one of the ushers serving the meeting

How to Access Statements Released

1. Statements – Displays statements released in relation to the meeting

2. Click on the Statements Tab



3. Click on the **Download** link to access the statement in either EN (English) or FR (French)
4. You can also opt to search for the statement you want by entering the title of the statement
5. You can also filter your search result using the date the statement was released, the type of statement made and the country represented by the statement

How do I seek assistance?

If you are having trouble in accessing the portal, please speak with a Conference Officer or send us an email at eca-servicedesk@un.org.