

## **Step-by-step instructions for signing up as a new user on the Ebooklaya.org digital library website:**

### Creating a New Account on Ebooklaya.org

1. Navigate to the Ebooklaya.org website in your web browser.
2. Locate the "Create an account" section on the homepage.
3. Fill out the required fields:
  - Full Name: Enter your full legal name.
  - Email Address / Username: Provide a valid email address that will serve as your login username.
  - Password: Create a secure password following the website's requirements.
  - Confirm Password: Re-enter the same password to confirm.
  - Temporary Address: Enter your current or temporary mailing address.
  - Permanent Address: Provide your permanent home address.
  - Education: Indicate your highest level of education.
  - Identification Type: Select the type of identification document you will use (e.g., ID card, passport, driver's license).
  - Identification Number: Enter the corresponding identification number.
  - Date of Birth: Provide your date of birth in the specified format.
  - Phone Number: Enter a valid phone number where you can be reached.
  - Upload the photo of your identification card.
  - Additional Remarks: Use this field to provide any additional information that may be relevant.
4. Carefully review all the information you have entered to ensure it is accurate and complete.
5. Click the "Create Account" button to submit your registration.
6. Check your email for a confirmation message from Ebooklaya.org. Follow any instructions provided to activate your new account.
7. Once your account is activated, you can log in to the Ebooklaya.org digital library using your email address and password.

## Publisher Account Registration Guide

1. Navigate to the Ebooklaya.org website and locate the "Register Publisher Account" section.
2. Fill out the required publisher information:
  - Name: Provide the full name of the publisher or organization.
  - Email: Enter a valid email address that will be associated with the publisher account.
  - Company (not compulsory): Enter the name of the publishing company or organization.
  - Designation: Specify the publisher's role or position within the company.
  - Telephone: Provide a contact phone number for the publisher.
  - Mobile: Enter a mobile phone number for the publisher.
  - Country: Select the country where the publishing company is based.
  - City: Enter the city where the publishing company is located.
  - Address: Provide the physical address of the publishing company.
  - Mailing Address: If different from the primary address, enter the mailing address.
  - Website (not compulsory): Include the URL of the publishing company's website.
  - Description (not compulsory): Provide a brief description of the publishing company and its focus.
3. Review all the information you've entered to ensure it is accurate and complete.
4. Click the "Register" button to submit the publisher account registration.
5. Wait for the Ebooklaya.org team to review and approve your publisher account. You will receive a notification via email once your account has been activated.
6. Once your account is approved, you will be able to log in to the publisher portal on Ebooklaya.org.
7. Upload and manage your published works (e.g., books, e-books, journals)
8. Set licensing details for your publications
9. Add or update your author bio
10. Provide a summary for your books
11. If you have any questions or need assistance during the registration or publishing process, utilize the contact information provided on the Ebooklaya.org website to reach the customer support team.