

Creating a Free Microsoft Account with your personal Email

UN Income Tax Unit

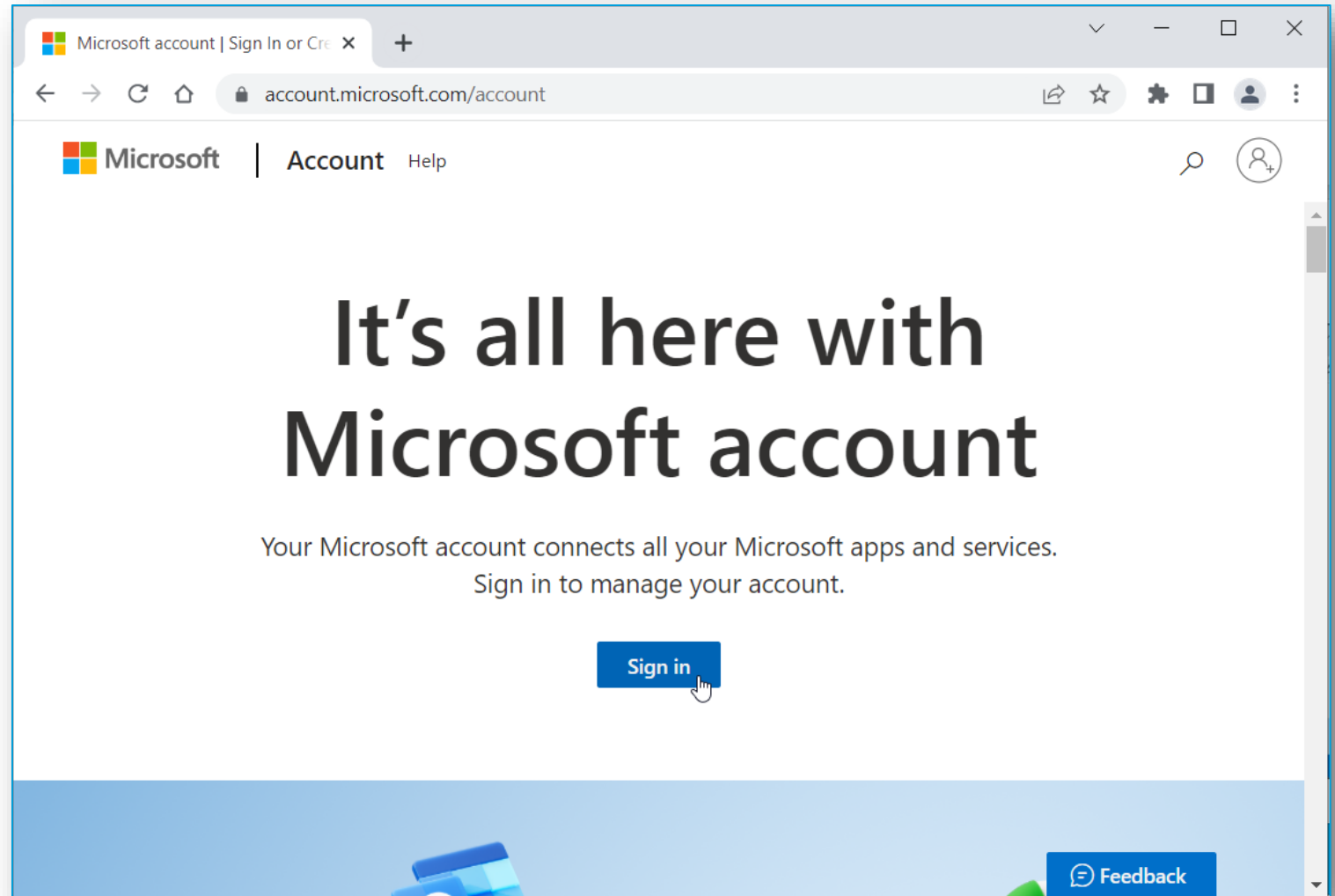


INTRODUCTION

- This guide is created for clients of the UN Income Tax Unit who need to access the UN Income Tax portal. These include retirees and other former staff members of the UN System who are US taxpayers.
- You need to notify the Tax unit when you separate from the UN system so that your email updated in to a personal one and access granted to the tax portal.
- Additionally, you need to create Microsoft account using your personal email. This account is what will be used to access the tax portal.
- Personal email means emails addresses from domains like Gmail, Yahoo, Hotmail, Outlook, etc.
- If you are still an active UN System staff member, you are advised to submit your official email address to the Tax unit; this should be used to access the tax portal.

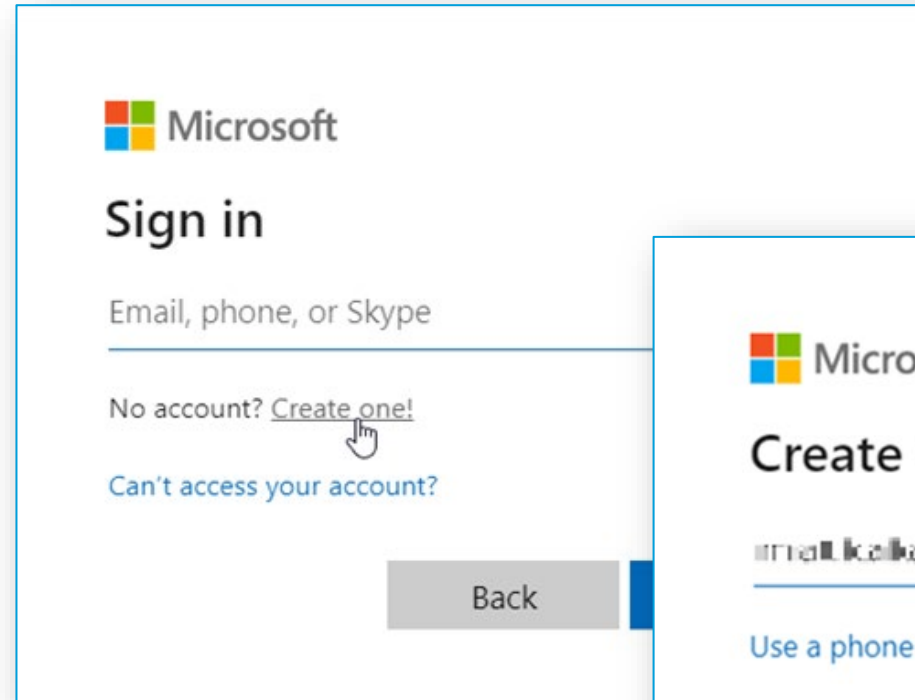
CREATE A FREE MICROSOFT ACCOUNT

- Go to your web browser and type <https://account.microsoft.com/account>
- Then, Click the 'Sign in' button

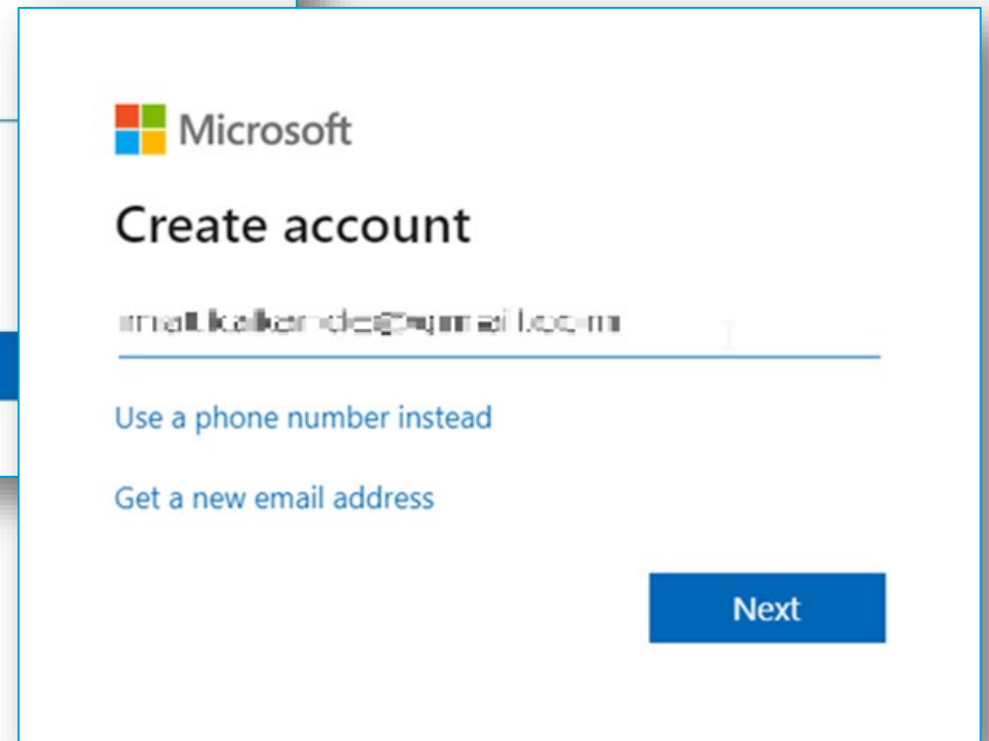


CREATE A FREE MICROSOFT ACCOUNT cont'd

- On the Sign in screen, click the 'Create one!' link
- Then, type your personal email address under create account
- Click 'Next'



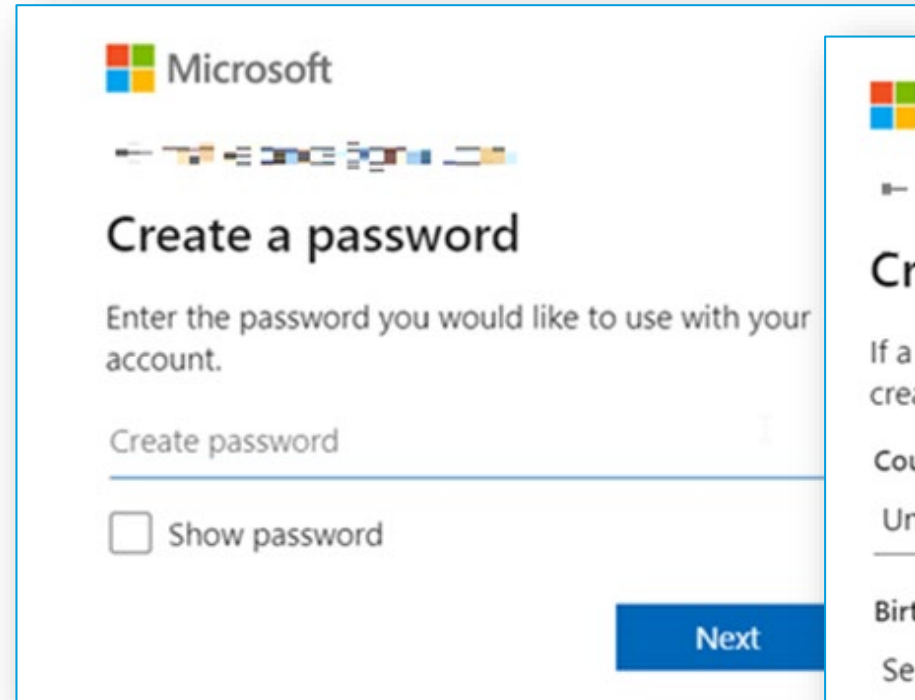
The image shows the Microsoft 'Sign in' screen. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. Underneath is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field, there are two links: 'No account? [Create one!](#)' and 'Can't access your account?'. A mouse cursor is pointing at the 'Create one!' link. At the bottom right of the screen is a grey 'Back' button.



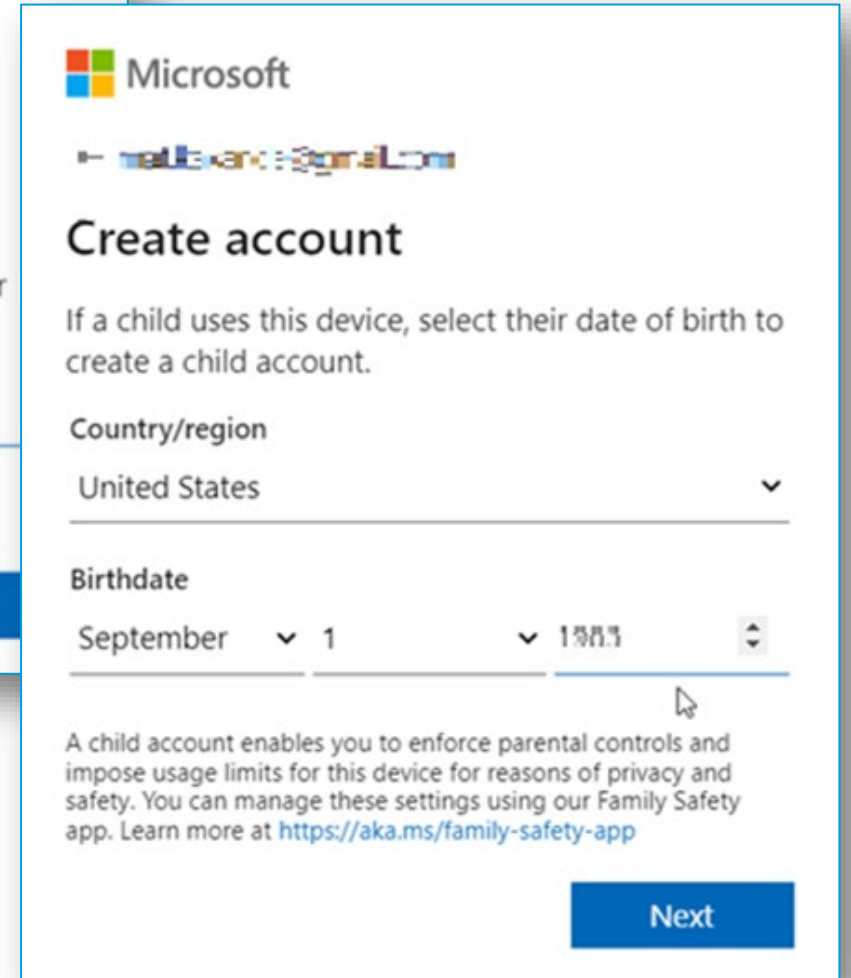
The image shows the Microsoft 'Create account' screen. At the top left is the Microsoft logo. Below it, the text 'Create account' is displayed. Underneath is a text input field containing the email address 'mail.kalender@gmail.com'. Below the input field, there are two links: 'Use a phone number instead' and 'Get a new email address'. At the bottom right of the screen is a blue 'Next' button.

CREATE A FREE MICROSOFT ACCOUNT cont'd

- Under 'Create a password', type a password then click 'Next'
 - Use a password that you will not forget, or store it somewhere secure
- Enter your region and birthdate
- Click 'Next'



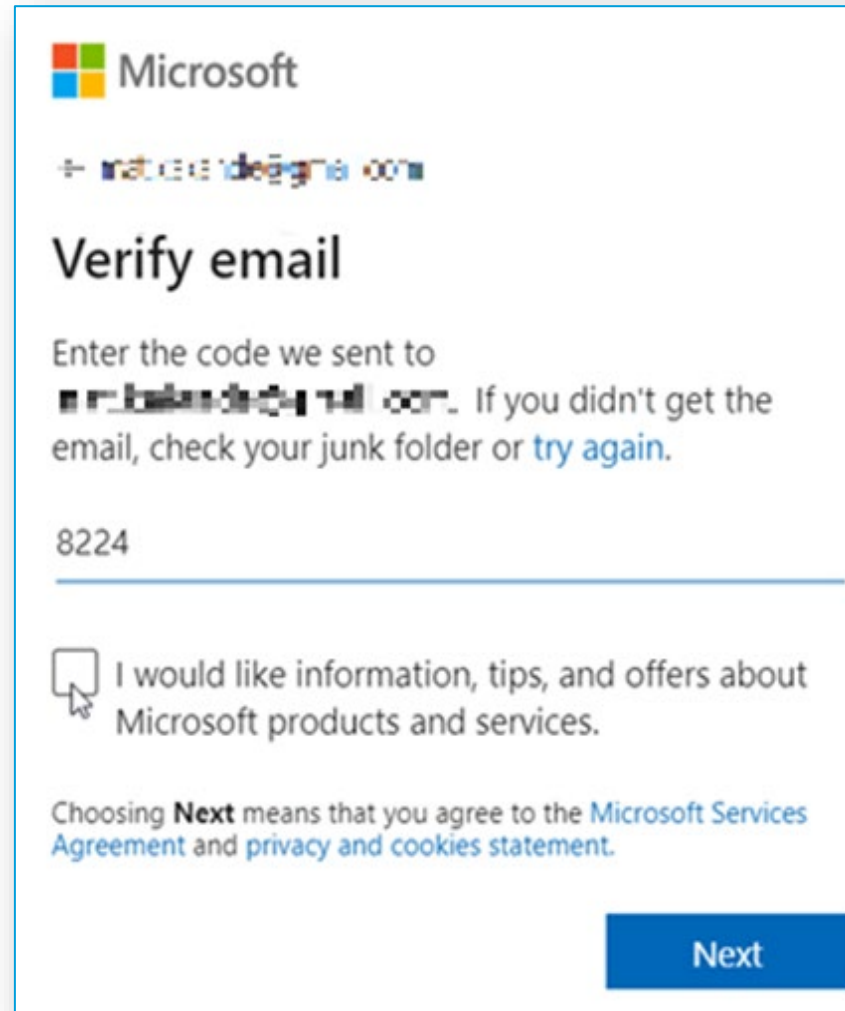
The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is a blurred email address field. The main heading is 'Create a password'. The instruction reads: 'Enter the password you would like to use with your account.' There is a text input field labeled 'Create password' with a password strength indicator. Below the field is a checkbox labeled 'Show password'. A blue 'Next' button is positioned at the bottom right of the form.



The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it is a blurred email address field. The main heading is 'Create account'. The instruction reads: 'If a child uses this device, select their date of birth to create a child account.' There is a dropdown menu for 'Country/region' with 'United States' selected. Below that is a birthdate selector with 'September' for the month, '1' for the day, and '1999' for the year. A blue 'Next' button is positioned at the bottom right of the form. At the bottom, there is a note: 'A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at <https://aka.ms/family-safety-app>'.

CREATE A FREE MICROSOFT ACCOUNT cont'd

- A code will be sent to your email.
- Retrieve the code from the email and type it Under 'Verify email'
- Click 'Next' to verify your email address
- Then, Click 'Next' to solve a puzzle



Microsoft

matt.candesign@com

Verify email

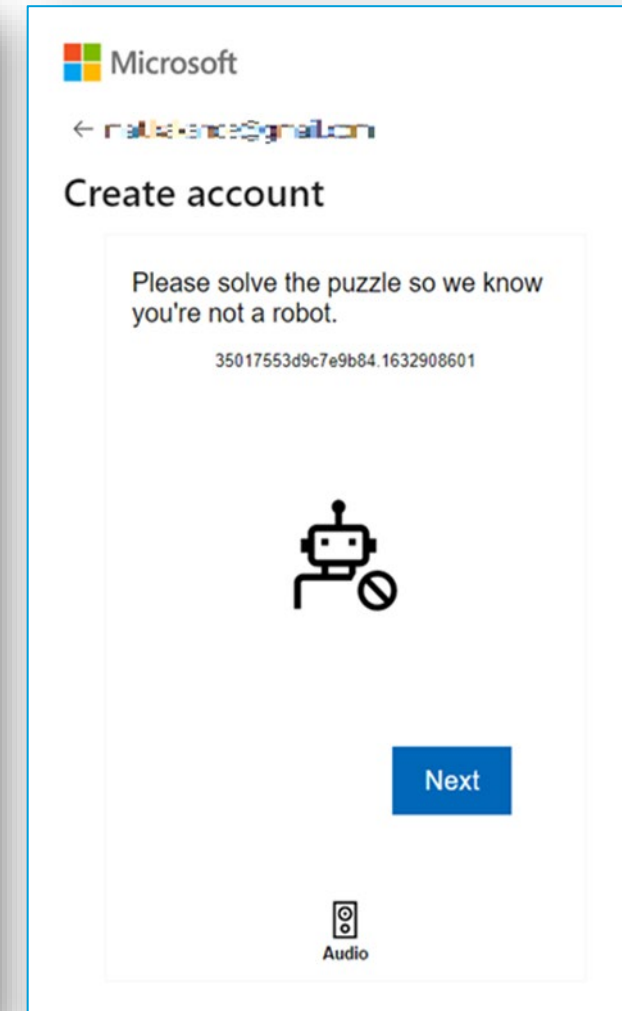
Enter the code we sent to matt.candesign@com. If you didn't get the email, check your junk folder or [try again](#).

8224

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next




Microsoft

matt.candesign@com

Create account

Please solve the puzzle so we know you're not a robot.

35017553d9c7e9b84.1632908601

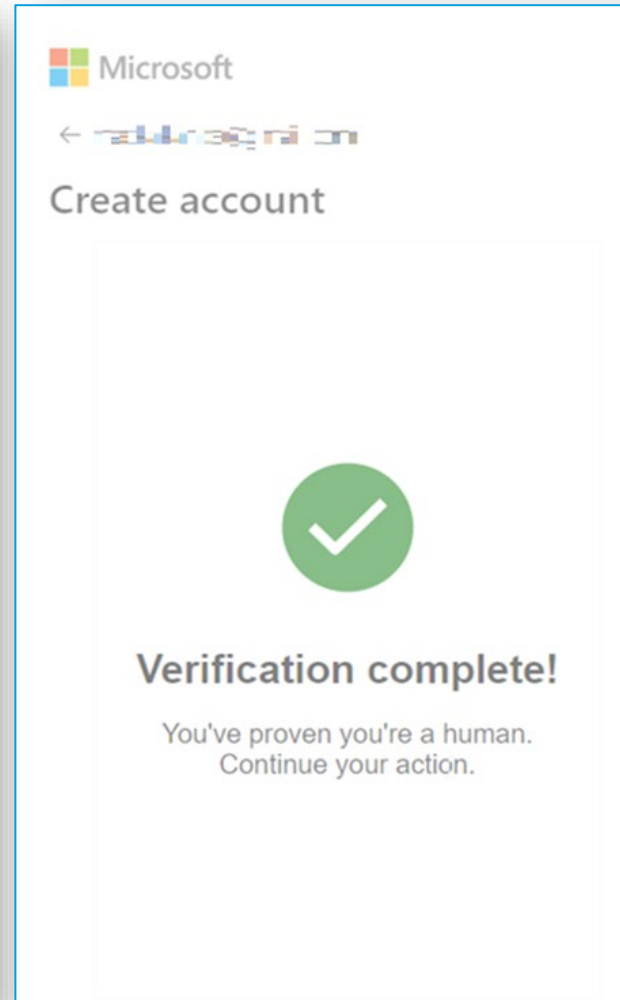
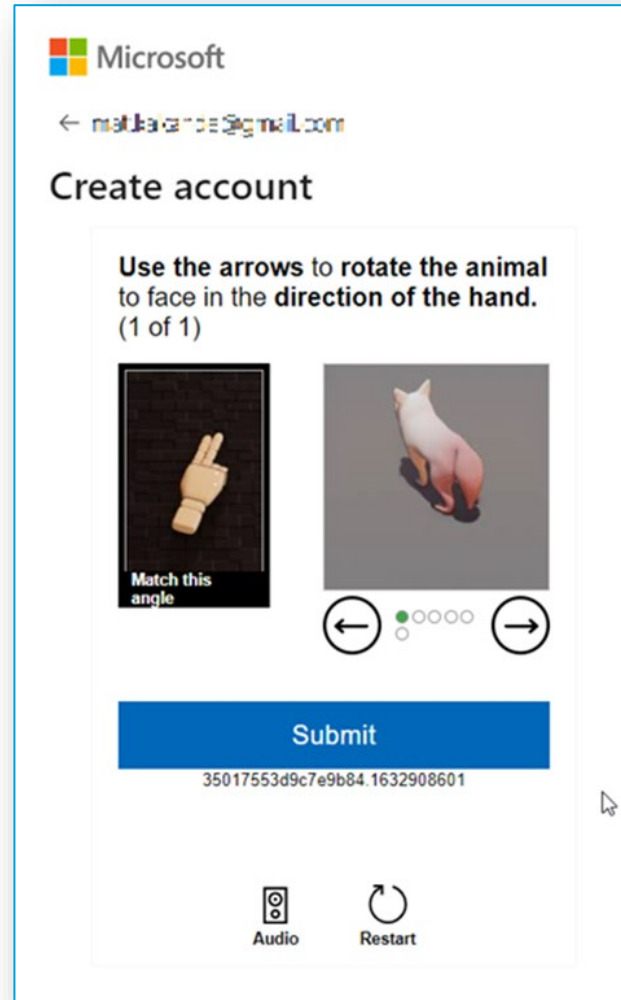


Next

Audio

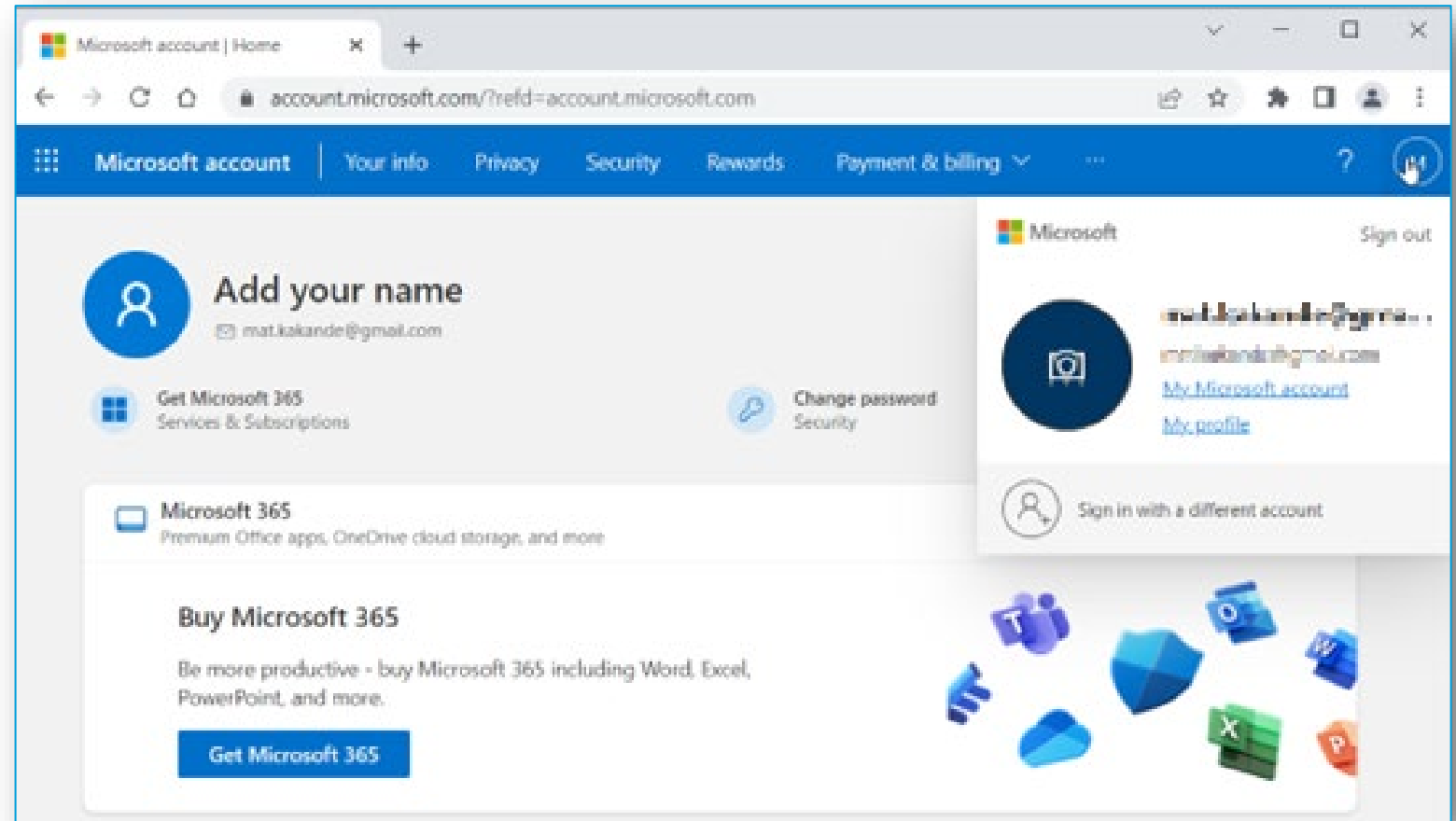
CREATE A FREE MICROSOFT ACCOUNT cont'd

- Solve the puzzle that appears to verify that you are not a robot.
- Click 'Submit'



CREATE A FREE MICROSOFT ACCOUNT cont'd

- Once verification is successful, you will be redirected to the Microsoft Account home page
- Close this page



CREATE A FREE MISCROSOFT ACCOUNT

- On your web browser and type <https://taxportal.un.org>
- Enter your personal email address then click 'Next'
- Enter your password then click 'Sign in'
- On your first Sign in, Click 'Accept' to give the UN permission to use your account.



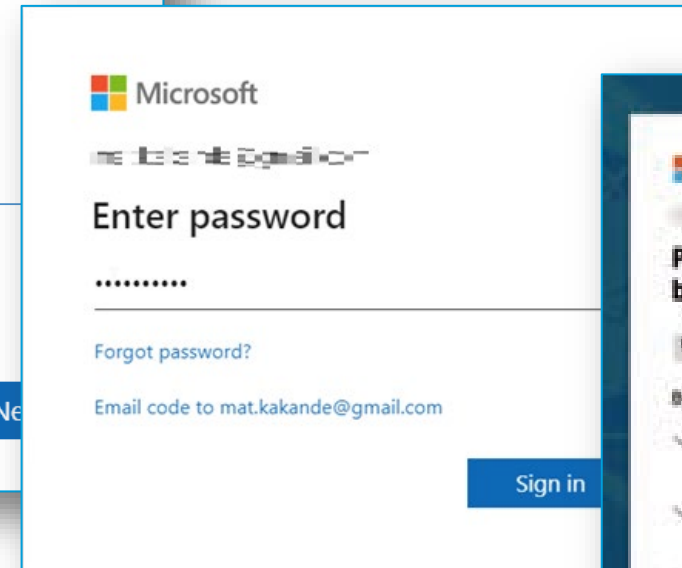
United Nations

Sign in

mat.kakande@gmail.com

[Can't access your account?](#)

Next



Microsoft

mat.kakande@gmail.com

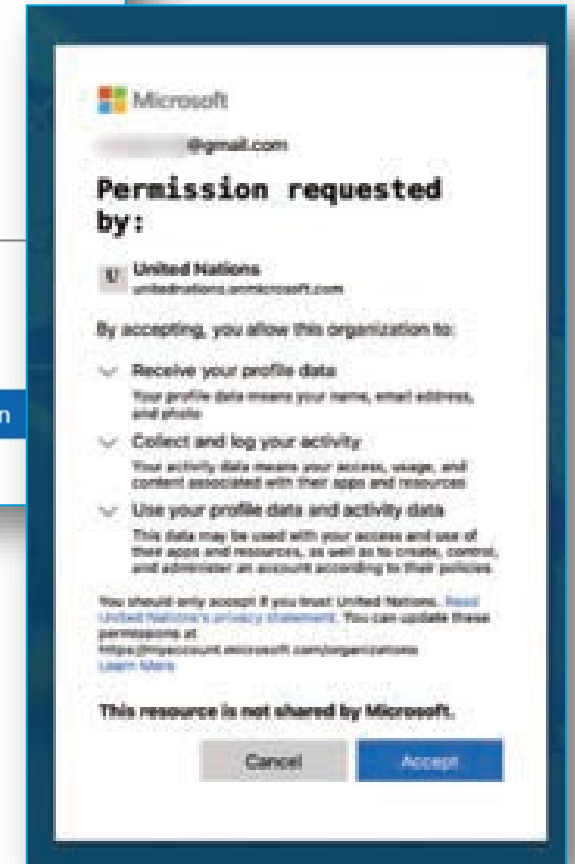
Enter password

.....

[Forgot password?](#)

Email code to mat.kakande@gmail.com

Sign in



Microsoft

mat.kakande@gmail.com

Permission requested by:

United Nations
unitednations.onmicrosoft.com

By accepting, you allow this organization to:

- Receive your profile data
Your profile data means your name, email address, and photo.
- Collect and log your activity
Your activity data means your actions, usage, and content associated with their apps and resources.
- Use your profile data and activity data
This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies.

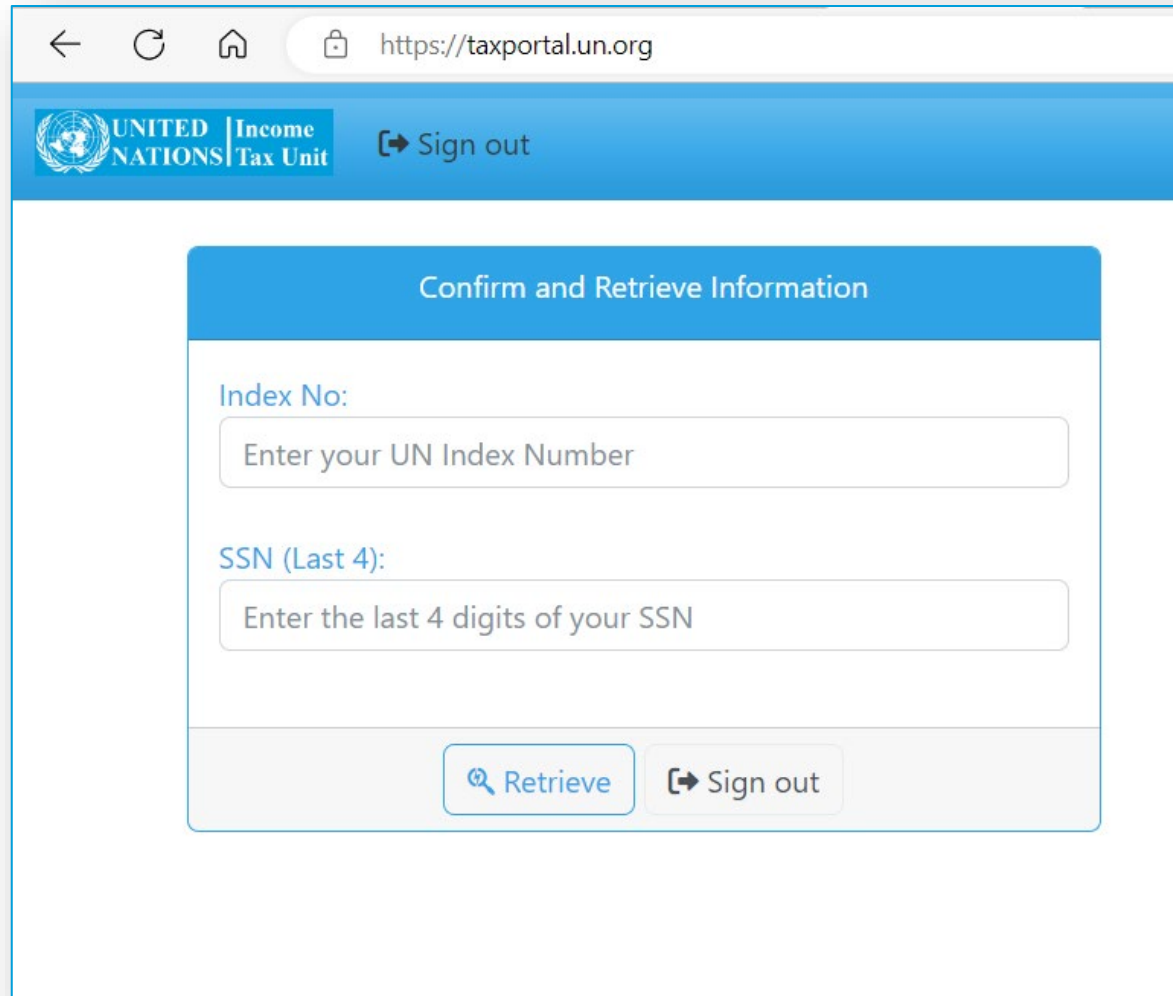
You should only accept if you trust United Nations. Read United Nations's [privacy statement](#). You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn More](#)

This resource is not shared by Microsoft.

Cancel Accept

CREATE A FREE MICROSOFT ACCOUNT

- Once you have successfully logged on, you will see the 'Confirm and Retrieve Information' page.
- Enter your Index Number and the last 4 digits of your SSN
- Click 'Retrieve'



The screenshot shows a web browser window with the URL <https://taxportal.un.org>. The page header includes the United Nations logo, the text "UNITED NATIONS Income Tax Unit", and a "Sign out" button. The main content area is titled "Confirm and Retrieve Information" and contains two input fields: "Index No:" with the placeholder "Enter your UN Index Number" and "SSN (Last 4):" with the placeholder "Enter the last 4 digits of your SSN". At the bottom of the form, there are two buttons: "Retrieve" and "Sign out".

FOR SUPPORT

- Send an email to taxportal@un.org to request for Tax portal related support
- Send an email to tax@un.org to request for any other kind of support
- Visit the UN Tax Unit Website at: <https://tax.un.org/>
- Book a meeting with a Tax expert at: [Tax-Meet](#)

