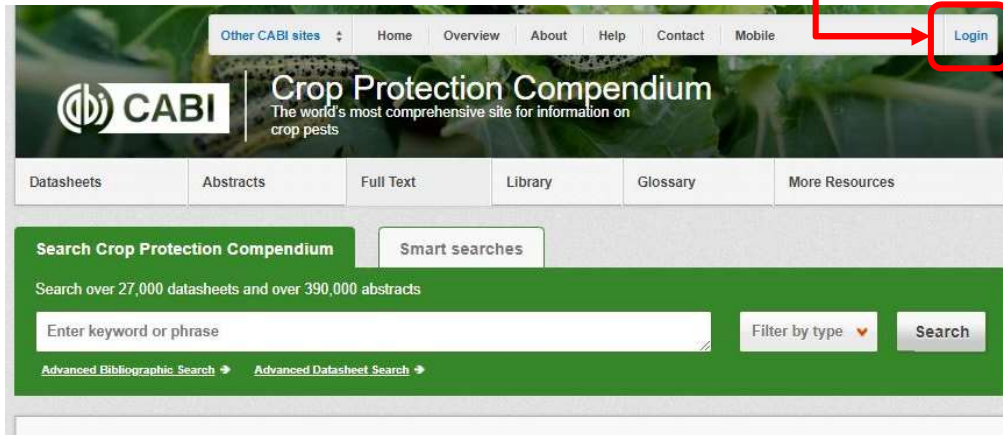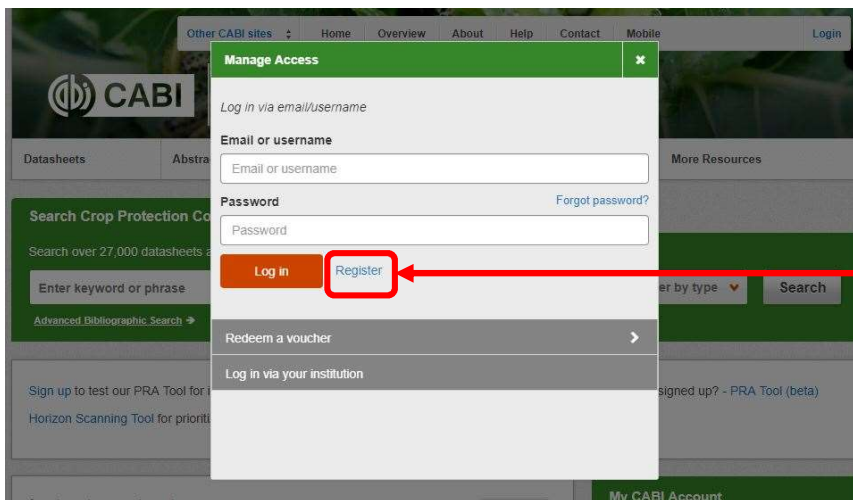# Voucher System step-by-step guide to the login process for the Crop Protection Compendium (CPC) and PRA Tool

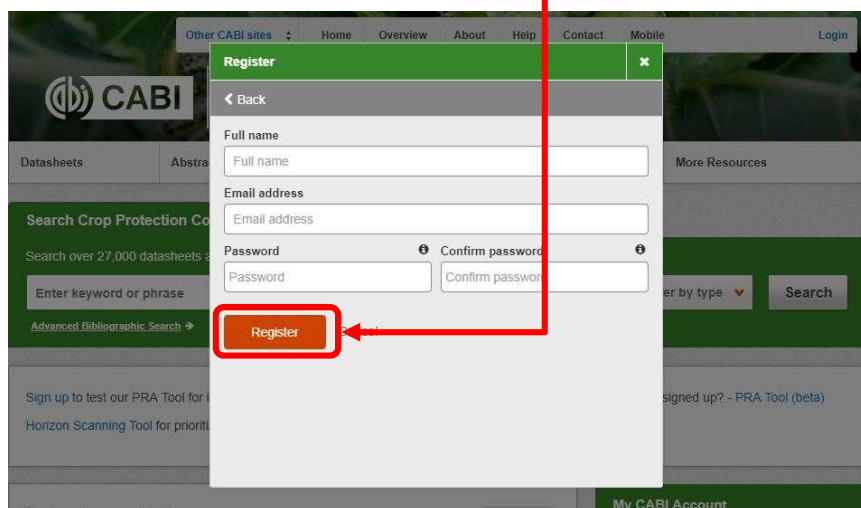## STEP 1: Register a CPC user account

1. Visit the CPC homepage at www.cabi.org/CPC
2. Click 'Login' in the top-right

3. A 'Manage Access' pop-up will appear. Click 'Log in via email/username'
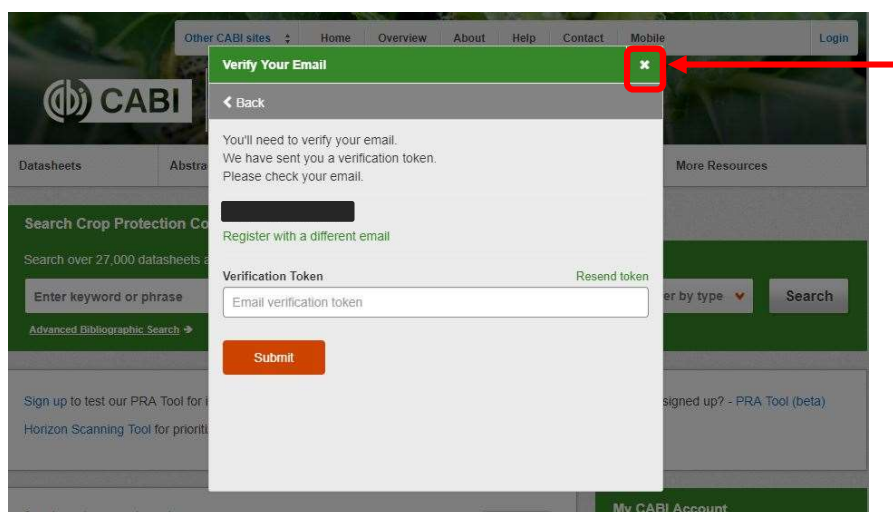4. Click 'Register' to begin setting up your CPC user account

5. Complete the registration form with your name, email address and password. Then click 'Register'

6. You will be sent an email to verify the registration. When you receive this, please enter the verification token from the email into the box and click submit. Please note, this email might go into your junk/spam folder on your email account. Please check in there if you do not receive the email with the verification token.
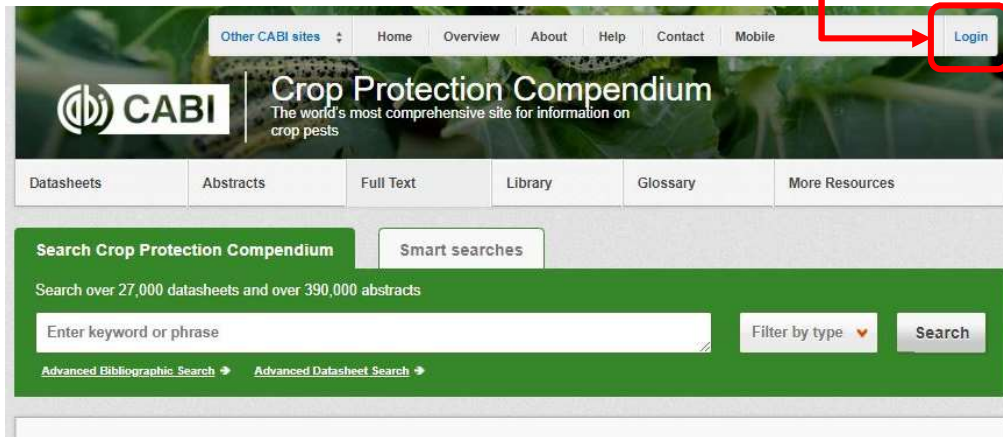

7. Click the white 'x' in the corner to close the window.
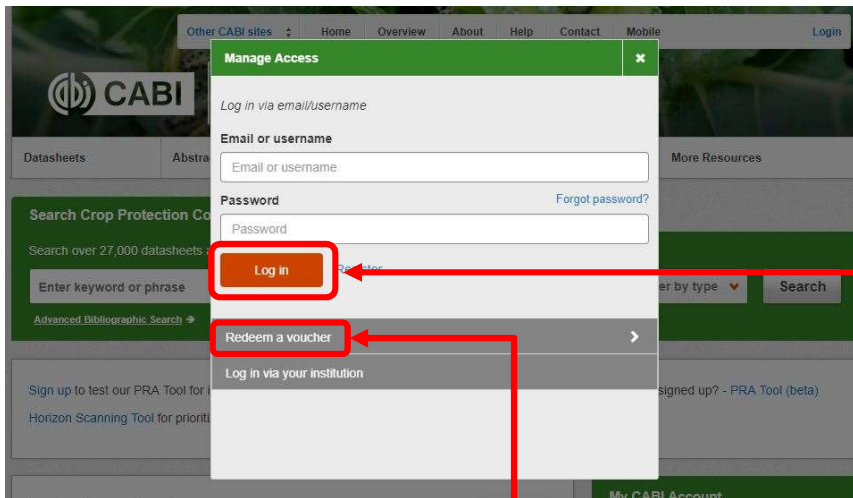8. You have now registered your CPC user account.

STEP 2: Redeem the voucher code to activate your free access to the CPC

You now need to log in to your newly created CPC user account:

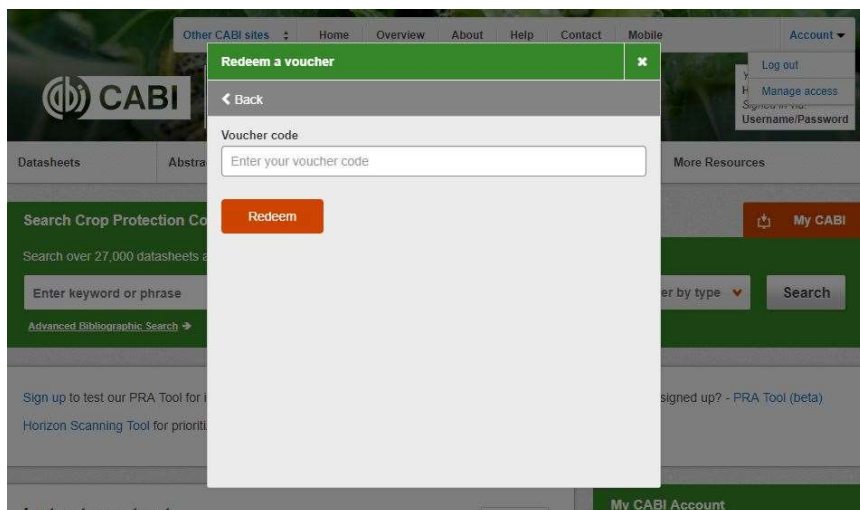1. Click 'Login' in the top-right

2. A 'Manage Access' pop-up will appear. Click 'Log in via email/username'. Enter your email and password of the account that you have just verified and click 'Log in'
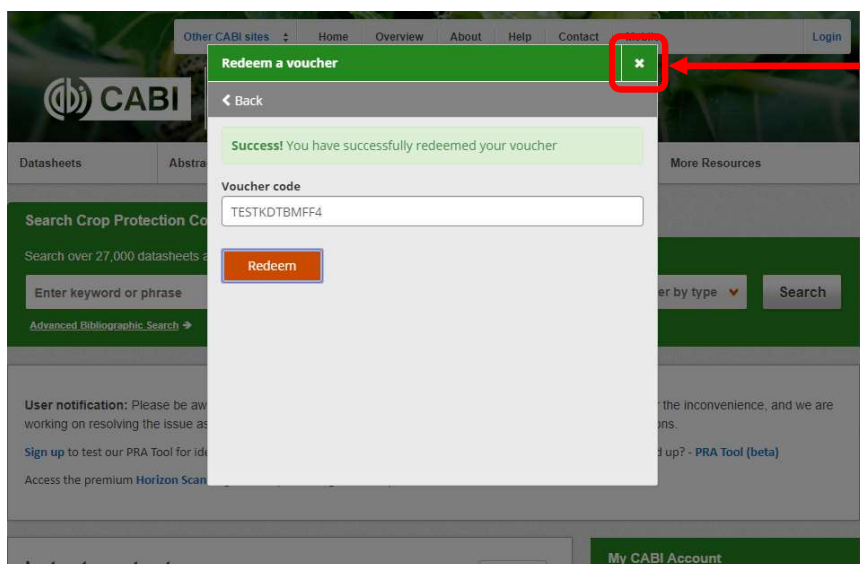

3. Next click 'Redeem a voucher'

4. Enter the voucher code that you received from PRA@cabi.org and click 'Redeem'
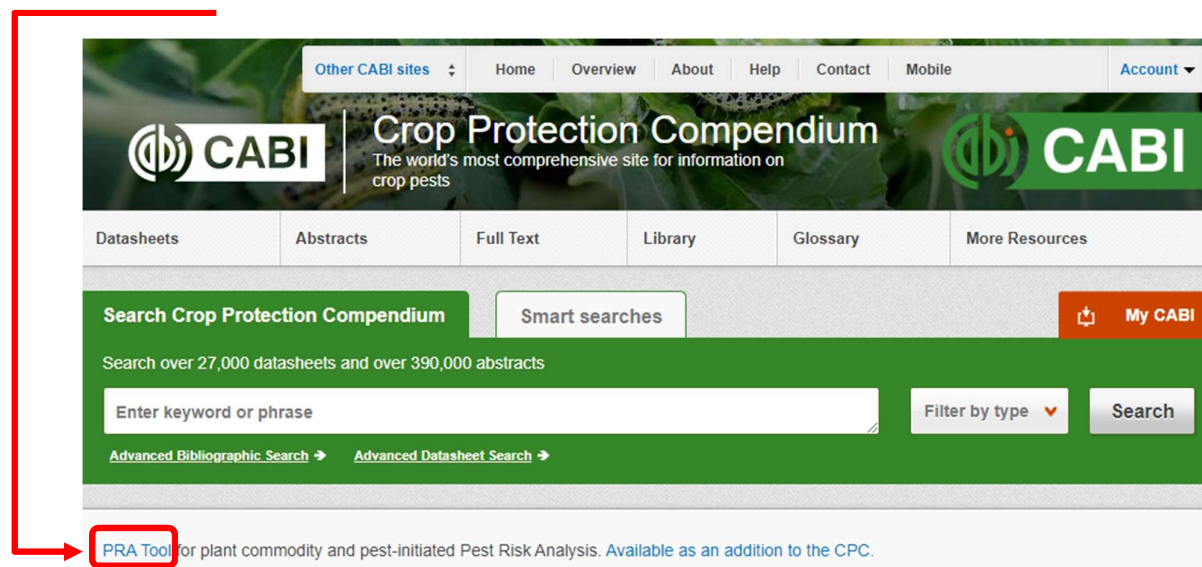

5. You should then see the following message. If the window does not close automatically, please close it using the white 'x' in the corner
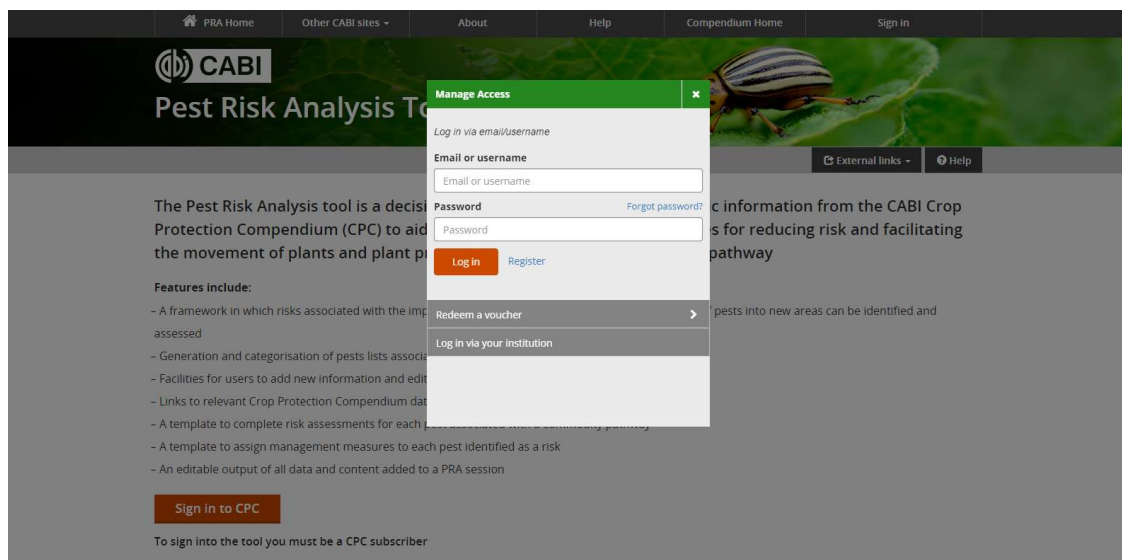

6. You should now have free access to all CPC content.

STEP 3: Register a 'My CABI' account to use the PRA Tool

1. Click the 'PRA Tool' link on the CPC homepage to open the PRA Tool or copy and paste the following link into your browser: www.cabi.org/PRA-Tool

2. If the 'Manage Access' pop-up window appears, you will need to log in to your CPC user account (that you have just set up) again. If this pop-up doesn't appear, you should already be logged into the CPC and you can skip to step 3 below

3. You will be asked to log in to the PRA Tool using your My CABI account. If this is the first time you have used the PRA Tool, first create a My CABI account by completing the 'Register for a My CABI Account' form (see next image) and then click 'Create account'

Username is your email
address and the password
is your choice
(10 characters minimum)

4. Once you have registered your My CABI account, sign in to the My CABI account
you have created

5. You should now be successfully logged into the PRA Tool.

If you are still not able to access the PRA Tool, please close your browser (e.g. Google Chrome/Internet Explorer) and re-open it and try again.

If you still experience problems, please email us at PRA@CABI.org