



Please note that effective February 2016, the DATIM Support team will no longer be approving TBD IMs for country teams. It is a recommended best practice for Country teams to review and submit TBD IMs - the issued guidance is for country teams to create a Partner user account associated with the TBD mechanism for a USG person (if the account does not already exist). To view instructions for creating a Partner account, please view the User Administration Application Reference Guide located [here](#). In this situation, when selecting the user's Partner, choose **TBD**. For the email address, enter the email address of the person responsible for submitting the data. **NOTE:** The account will not be created and data cannot be submitted until it has been activated by the email recipient.

What happens when the mechanism has been identified or named, and it's no longer TBD? When that happens, submit as you normally would using the Partner account associated with the mechanism. If this is a brand new mechanism and no Partner accounts are associated with the mechanism, follow the above steps, but instead of selecting TBD (step 3), choose the **identified mechanism name from the dropdown**. Note that it will take about 24 hours after the mechanism has been updated in FACTS for it to appear in DATIM.
