

# Payment Process Guideline for ClbSE 2018 Registration

This guide consists of two main steps: i) sign up and ii) payment.

If you have an active email account from the “Universidad de los Andes” (with student, administrative, teacher or graduated role) you can skip the first step and continue with the Payment step.

If you do not have an active email account from the “Universidad de los Andes” but you have already signed up on the SIRE system, you can also skip the first step and continue with the Payment step.

Because SIRE is a general purpose application at “Universidad de los Andes”, it manages a terminology that might sound weird to you. In this section, we establish the correspondences between Cibse 2018 terms (i.e., registration options, categories of participants, and discounts) and SIRE terminology:

Cibse2018 terms	SIRE terminology
<p>Five <u>registration options</u>:</p> <ol style="list-style-type: none"> <li>1. School</li> <li>2. Main Conference</li> <li>3. Full Inscription (i.e., Conference + School)</li> <li>4. Additional article</li> <li>5. Additional gala dinner ticket</li> </ol>	<p>Five <u>products</u>:</p> <ol style="list-style-type: none"> <li>1. Cibse2018 School</li> <li>2. Cibse2018 Main Conference</li> <li>3. Cibse2018 Full inscription</li> <li>4. Cibse2018 Additional article</li> <li>5. Cibse2018 Gala dinner</li> </ol>
<p>Four <u>categories of participants</u>:</p> <ol style="list-style-type: none"> <li>1. General Public (Author and not Author)</li> <li>2. Academy personnel</li> <li>3. Student</li> <li>4. Software industry personnel</li> </ol> <p>Participants in categories from 2 to 4 do not pay for full fees but a value with a discount factor. In addition, independently of the category, participants can apply for 10% discount if they hold <b>Membership</b> in any of the following institutions: CLEI, SCo2, ACIS and SisAndes.</p> <p>There is no discount for additional articles and gala dinner tickets.</p>	<p>Possible <u>discount categories</u>:</p> <ul style="list-style-type: none"> <li>• General public (Membership)</li> <li>• Academy personnel (Membership)</li> <li>• Academy personnel (No Membership)</li> <li>• Student (Membership)</li> <li>• Student (No membership)</li> <li>• Industry personnel (Membership)</li> <li>• Industry personnel (No Membership)</li> </ul> <p>General public with no membership pay for full fees. In this case, you have to leave the discount category empty.</p>

Table 1. Correspondences between Cibse 2018 terms and SIRE terminology.

# Contents

<b>Contents</b>	<b>2</b>
<b>Sign up step</b>	<b>3</b>
Personal information	3
Data confirmation	4
Sending E-mail Account Verification	4
<b>Payment</b>	<b>6</b>
Payment information	6
Basic information	7
Event information	8
Payment details	8
Invoice	9
Regulatory information	10

# Sign up step

Choose the language of your preference between English and Spanish.  
Click on the “Register” button.

[I Forgot my Uniandes Password](#) | [I Forgot my Password](#) | [Register](#)

## Personal information

SIRE will show you a personal information form. Please fill all the requested information (see Fig. 01). If you currently live in a country other than Colombia, please select the "Pasaporte" (Passport) option from the "Identification number" list and enter the corresponding number. If you live in Colombia, use some of the remaining options. In case the "Department" and "City" fields remain empty as you select your country, please select a “Department” and “City” among the ones that are available. The most important information is the country you come from. When you finish filling out the data, click on the “Continue” button.

User Information

Data Confirmation

Sending E-mail Account Verification

Please fill out the following information:

Identification number: (\*)

Name(s): (\*)

Last Name(s): (\*)

Gender: (\*)

E-mail / Username: (\*)

E-mail Confirmation: (\*)

Country: (\*)

Department: (\*)

City: (\*)

Address: (\*)

Phone Number: (\*)

Mobile Number: (\*)

Continue

Cancel

Fig. 01

## Data confirmation

In the next tab (see Fig. 02), SIRE will ask you to confirm the data that you just entered. Please, verify that all the typed information is correct and click on "Continue". The student code is unnecessary.

The screenshot shows a web interface with three tabs at the top: "User Information", "Data Confirmation" (which is highlighted in yellow), and "Sending E-mail Account Verification". Below the tabs, a text box contains the following information:

Confirm the following information before creating your account

Identification number: (\*) Cedula de Ciudadanía 111111111

Student Code:

Name(s): (*)	XXXXXX XXXX
Last Name(s): (*)	XXXXXXXX XXXX
Gender: (*)	Male
E-mail: (*)	xxxxx@xxxxx.xxx
Country: (*)	Colombia
Department: (*)	BOGOTÁ
City: (*)	BOGOTA D.C.
Address: (*)	CL 1 A 2 A 3
Phone Number: (*)	123456789
Mobile Number: (*)	123456789

At the bottom of the form, there are three buttons: "Continue", "Back", and "Cancel".

Fig. 02

## Sending E-mail Account Verification

In this tab, you must click on "Finish" for Email-account verification.

The screenshot shows a web interface with three tabs at the top: "User Information", "Data Confirmation", and "Sending E-mail Account Verification" (which is highlighted in yellow). Below the tabs, a text box contains the following information:

Your registration has been successfully completed.

Please check your e-mail address and follow the instructions we sent you.

At the bottom of the form, there is a single button labeled "Finish".

Afterward, you must verify if SIRE has sent you a confirmation to the registered email address. The email is sent by [sire@uniandes.edu.co](mailto:sire@uniandes.edu.co) and the subject is "Confirmación de cuenta SIRE". Please, click on the link embedded in the sent email to confirm the creation of the SIRE account (see Fig. 03). If you do not find out this email in the inbox, check the junk mail.

De: [sire@uniandes.edu.co](mailto:sire@uniandes.edu.co)  
Fecha: 1 de febrero de 2018, 22:19:54 COT  
Para: [REDACTED]  
Asunto: Confirmación de cuenta SIRE

Haz click aquí para confirmar tu cuenta de usuario SIRE  
[https://sire.uniandes.edu.co/\[REDACTED\]](https://sire.uniandes.edu.co/[REDACTED])

Fig. 03

By clicking on the link, you will be redirected to a page that will ask you to enter a password (see Fig. 04). The password must have between 6 and 8 characters, one lowercase letter and one number. It is necessary to retype the same password. Once the credentials have been entered, click on "Accept".

Password creation for SIRE account

Complete the following information to set up your password:  
**The password must have between 6 and 8 characters, one lowercase and a number.**

Password

Confirm Password

Accept

Cancel

Fig. 04

If the password you entered meets the mentioned characteristics, you should observe a window like the one shown below. Click on the "Finish" button. At this point, the "Sign Up" process is over and you can proceed with the Payment step.

Password creation for SIRE account

Your SIRE Password was successfully created

Finish

# Payment

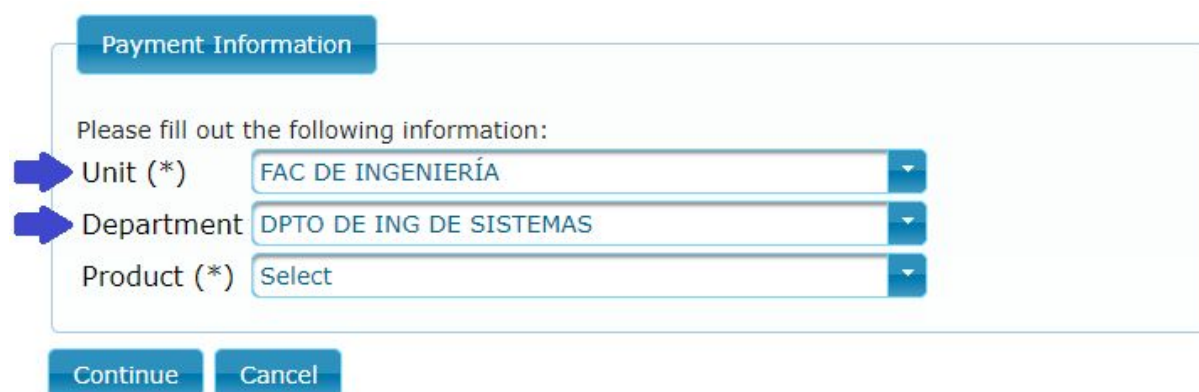
To make the payment, you must log in the SIRE application by using your credentials. Please, select one of the two options available in the "Please Select your Authentication type" list. If you have an email account from the "Universidad de los Andes", select "User with a Uniandes email address", enter the corresponding credentials and click on the "Accept" button. If you are registered with an email other than the "Universidad de los Andes", select "User without a Uniandes email address", enter the same credentials that you inserted in the registration step and click on the "Accept" button.

Once signed in the platform, select the option "Make a payment" from the left menu.



## Payment information

Fill the "Unit" and "Department" fields as indicated below:



The option to be chosen from the "Product" list depends on the registration option that you desire. See Table 1. that shows correspondences between registration options and products. Once you choose the Product, the discount categories are enabled.

If you are an “Author” and:

- DO NOT have any membership, let the “Discount Category” field empty.
- HAVE some valid membership, choose the “General Public (Membership)” from the “Discount Category” list.

If you are a “Student, Academic personnel or Software industry personnel” and:

- DO NOT have any membership, choose the appropriate category followed by the words “No Membership”.
- HAVE some valid membership, choose the appropriate category followed by the word “Membership”.

If you are not in any of the aforementioned categories and:

- DO NOT have membership, let the “Discount Category” field empty.
- HAVE some valid membership, choose the “General Public (Membership)” from the “Discount Category” list.

## Basic information

After choosing your category, click on the “Continue” button. A window with your personal information will be shown, the window is similar to the next one. Please, check the displayed information is correct and click on the "Continue" button.

Basic Information

Event Information

Payment Information

Regulatory information

We currently have the following information in our system:

Identification number: (*)	Cedula de Ciudadanía 1022430600
Student Code:	201515275
Name(s): (*)	GABRIEL LEONARDO
Last Name(s): (*)	PINTO PINEDA
Gender: (*)	Male
E-mail: (*)	gl.pinto10@uniandes.edu.co
Country: (*)	Colombia
Department: (*)	BOGOTÁ
City: (*)	BOGOTA D.C.
Address: (*)	CL 22 A 50 55 CON CIPRES DE LA ARBOLEDA TO 5 AP 301
Phone Number: (*)	7580835
Mobile Number: (*)	3106257871

Continue

Cancel

## Event information

In the next tab, you should fill information related to your occupation, the company/university on behalf you come from, and your position or career. Click on "Continue".

The screenshot shows the 'Event Information' tab selected among four tabs: 'Basic Information', 'Event Information', 'Payment Information', and 'Regulatory information'. The form contains three input fields: 'Occupation (\*)' with a dropdown menu showing 'Select', 'Company or University (\*)' with a text box, and 'Position or Career (\*)' with a text box. Below these fields is a checkbox with the text: 'Would you like to receive information from the University? We would like to keep your personal data in order to send you information of academic events, postgraduate studies, newsletters and announcements, among others.' At the bottom are three buttons: 'Continue', 'Back', and 'Cancel'.

## Payment details

In the next step, SIRE requests you to provide with payment information (see Fig. 05):

The screenshot shows the 'Payment Information' tab selected among five tabs: 'Basic Information', 'Event Information', 'Payment Information', 'Invoice', and 'Regulatory information'. The form contains several fields: 'Currency used for payment:' with a dropdown menu showing 'Peso Colombiano' and a label '1'; 'Payment Type:' with a dropdown menu showing 'Select' and a label '2'; 'Value of Product:' with a text box showing 'X.XXX.XXX'; 'Discount:' with a text box showing 'XXX.XXX'; and 'Amount due:' with a text box showing 'XXX.XXX' and a label '3'. At the bottom are three buttons: 'Continue', 'Back', and 'Cancel'.

Fig. 05

Below, we explain which options you should choose by each field:

- 1) Choose "Peso Colombiano", remember that 3.000 Colombian pesos are equivalent to 1 USD.
- 2) Choose an option among the three available ones: PSE (Service Provider for colombian Electronic payments), Recibo de pago (Payment Receipt), Tarjeta de crédito (Credit Card). Residents outside Colombia must choose the Credit Card option.

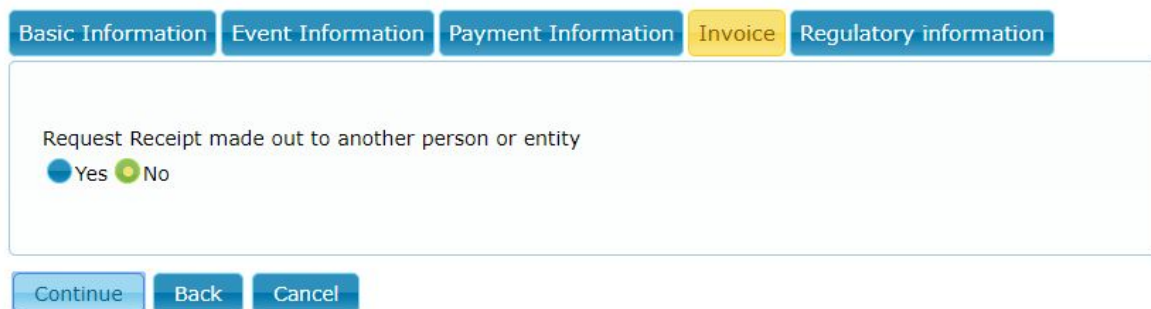


- 3) According to the category and membership (if applicable), the full value of the registration, the value of the discount and the amount to be paid will appear. Note the values appear in colombian peso.

Once the form is filled, click on the "Continue" button.

## Invoice

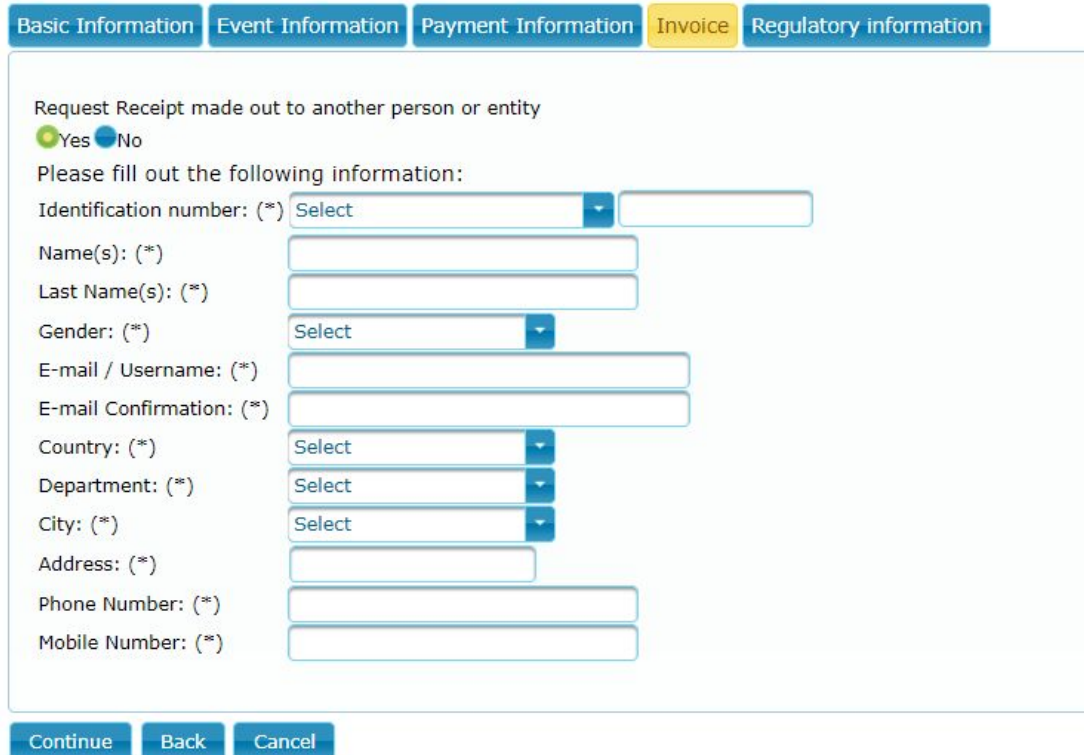
In the next tab, you'll be able to specify if you want your receipt to be made out in name of another person or institution (See Fig. 06).



The screenshot shows the 'Invoice' tab selected among five tabs: Basic Information, Event Information, Payment Information, Invoice, and Regulatory information. Below the tabs is a form with the text 'Request Receipt made out to another person or entity' and two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the form are three buttons: 'Continue', 'Back', and 'Cancel'.

(Fig. 06)

If you select "Yes", you must enter all the requested information. (See Fig. 07)



This screenshot shows the 'Invoice' tab with the 'Yes' radio button selected for 'Request Receipt made out to another person or entity'. Below this, the text 'Please fill out the following information:' is followed by a list of required fields, each marked with an asterisk (\*):

- Identification number: (\*) with a dropdown menu and a text input field.
- Name(s): (\*) with a text input field.
- Last Name(s): (\*) with a text input field.
- Gender: (\*) with a dropdown menu.
- E-mail / Username: (\*) with a text input field.
- E-mail Confirmation: (\*) with a text input field.
- Country: (\*) with a dropdown menu.
- Department: (\*) with a dropdown menu.
- City: (\*) with a dropdown menu.
- Address: (\*) with a text input field.
- Phone Number: (\*) with a text input field.
- Mobile Number: (\*) with a text input field.

At the bottom of the form are three buttons: 'Continue', 'Back', and 'Cancel'.

(Fig. 07)

Click on the "Continue" button.

## Regulatory information

In the next page, the Terms and Conditions agreement (which is in Spanish) is shown (See Fig. 08). Please, read it. The “Make a payment” button will be available as soon as you click on the Terms and Conditions checkbox.

Basic Information Event Information Payment Information Invoice Regulatory information

I accept the terms and conditions: (\*) ☒ [See Terms and Conditions](#)

The Universidad de los Andes will not share your information with third parties. You may request to update, correct, or delete it at any time. [See Data Processing Policy](#)

Back Cancel Make a payment

(Fig. 08)

After that, you will be redirected to a page in which you can make the corresponding payment, please follow the instructions provided by each payment method.

If the payment process is successful, SIRE sends you a confirmation email to your registered account. Please, forward the confirmation to [infocibse@gmail.com](mailto:infocibse@gmail.com) but previously edit the email subject as follows: “[payment] article XX entitled YY”, where XX is the number assigned to your submission by EasyChair and YY is the paper title. Sending this email is mandatory since it will help us to figure out the correspondence between payment and article.

In case you do not receive the confirmation, please send an email to [infocibse@gmail.com](mailto:infocibse@gmail.com) with the subject “registration issue”.

The first day of your attendance, you must go to the registration desk to receive your badge and the Cibse 2018 Welcome kit.