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 this 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 this 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 discount) and SIRE terminology:

Cibse2018 terms	SIRE terminology
Five registration options: 1. School 2. Main Conference 3. Full Inscription (i.e., Conference + School) 4. Additional article 5. Additional gala dinner ticket	Five products: 1. Cibse2018 School 2. Cibse2018 Main Conference 3. Cibse2018 Full inscription 4. Cibse2018 Additional article 5. Cibse2018 Gala dinner
Four categories of participants: 1. General Public (Author and not Author) 2. Academy personnel 3. Student 4. Software industry personnel 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 Membership in any of the following institutions: CLEI, SCo2, ACIS and SisAndes.	Possible discount categories: General public (Membership) Academy personnel (Membership) Academy personnel (No Membership) Student (Membership) Student (No membership) Industry personnel (Membership) Industry personnel (No Membership) Industry personnel (No Membership) General public with no membership pay for full fees. In this case, you have to leave the discount category empty.

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

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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.

lease fill out the follow	ving information.
dentification number: (*)	Select
lame(s): (*)	
ast Name(s): (*)	
Gender: (*)	Select
-mail / Username: (*)	
-mail Confirmation: (*)	
Country: (*)	Select
Department: (*)	Select
City: (*)	Select
Address: (*)	
Phone Number: (*)	
Nobile Number: (*)	

Fig. 01

Data confirmation

In the next tab (see Fig. 02), SIRE will asked 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.

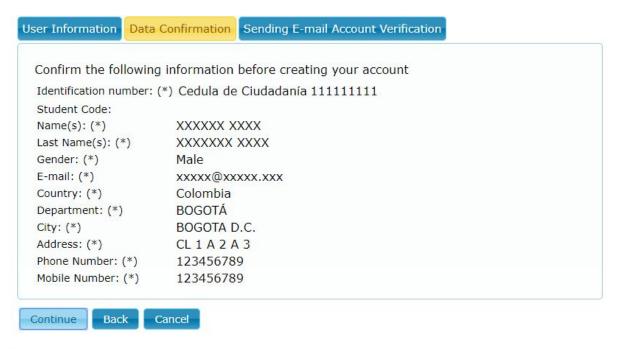
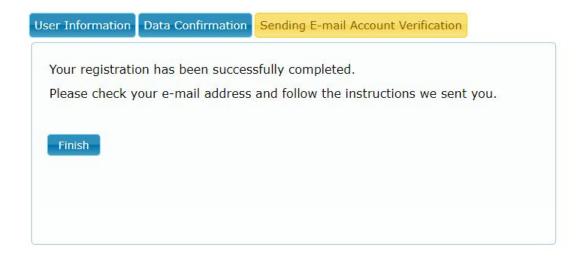


Fig. 02

Sending E-mail Account Verification

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



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 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
Fecha: 1 de febrero de 2018, 22:19:54 COT
Para:
Asunto: Confirmación de cuenta SIRE

Haz click aquí para confirmar tu cuenta de usuario SIRE https://sire.uniandes.edu.co.

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".

Complete the follo	ving information	to set up your	password:	
he password m	ıst have betwe	en 6 and 8 cha	aracters, one lo	owercase and a number
Password)	
Confirm Password			Í	

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 logged 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.

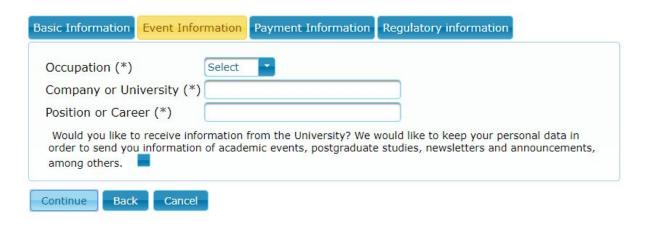
Basic information

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.



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".



Payment details

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

urrency used for payment	Peso Colombia	10	1	
ayment Type:	Select	•	2	
'alue of Product: Discount: Imount due:	X.XXX.XXX XXX.XXX	3		

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).



(Fig. 06)

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

Yes No				
Please fill out the follo	wing informa	ition:		
Identification number: (*) Select			
Name(s): (*)			1	
Last Name(s): (*)				
Gender: (*)	Select			
E-mail / Username: (*)				
E-mail Confirmation: (*)				
Country: (*)	Select	•		
Department: (*)	Select	-		
City: (*)	Select	-		
Address: (*)				
Phone Number: (*)				
Mobile Number: (*)				

(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.



(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 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 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.