

STEP-BY-STEP GUIDELINE TO REGISTER AS A DELEGATION.

STEP 1:



REGISTER FORM



Fill out all mandatory fields on the **register form**

A



Click on **Send and save**

B



You will receive a **notification to your registered** e-mail containing a general instruction for the register, payment, and academic form processes.

C

STEP 2:



DELEGATE INFORMATION FORM



Each of the delegates will receive a link to the e-mail you registered that will allow them to fill out a form with some of their personal information.

A



Click on **Send payment information**.

B



A notification will be **sent to each of the registered** e-mails of your delegates. This process may take several minutes.

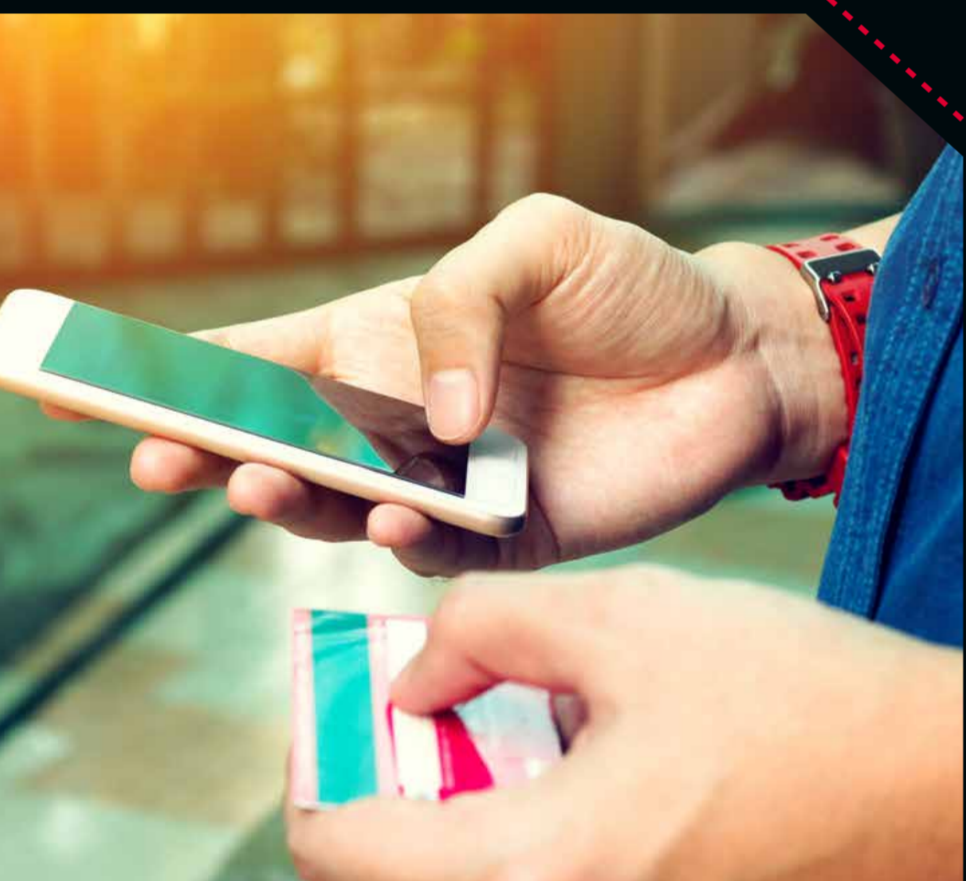
C



Each of the delegates must fill out the form that will be contained on said e-mail.

D

STEP 3:



PAYMENT



Go to the **payments' page**.

A



Select your **payment method**.

B



The system will redirect you to the Collections Module. You may change the language on the **lower-right corner of the page**.

C



Click on **Make Payment**.

D



You will enter the **payment platform**. Here you may choose to make your payment via PSE (only in Colombia) or via Credit Cards (Visa, Mastercard, and American Express).

E

Remember: Do not forget to click "SAFE EXIT". You will find this banner on the upper-right corner of the page.



You will **receive an e-mail** containing the transactional information. Save this e-mail, since it will be helpful in case any kind of financial controversy or complaint arises

F

STEP 4:



PERSONAL INFORMATION



After completing the previous steps, the delegates will be able to fill out the academic information form that was sent on the first e-mail.

A



Delegates must fill out the academic information form to complete their registration process.

B