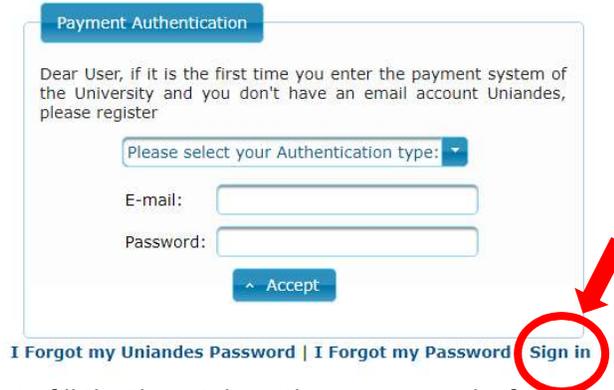


Payment manual for MIC2019

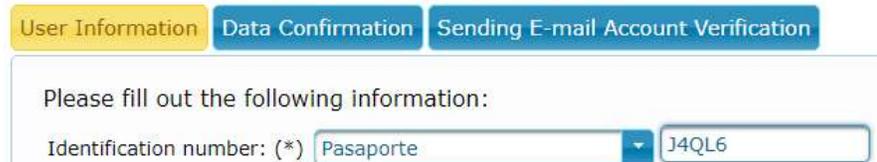
- Once you click your payment link, it will redirect you to the Uniandes payment system called SIRE. You will have to create an account to make your payment. Below the "Payment Authentication" section you will find a "Sign in" button (See circle in red). Click it and you will be redirected to a sign-in form. Though the page is in English, not all the options will be in English.



- In this page you will have to fill the three tabs with your personal information. The first one is the "User Information" tab. Consider this advice for the following fields:

- Identification number:**

- If you are coming from abroad and don't have a Colombian ID, check the 'Pasaporte' option from the drop-down menu and fill next to it the passport number (see example below).



- If you have a Colombian ID, check one of the options from the dropdown-menu and fill the number next to it.

- E-mail/ username:**

This e-mail account will be your login in the payment system

- E-mail confirmation:**

Please use the same e-mail of the previous field. You will receive confirmation messages to this account. Please check that sire@uniandes.edu.co is not in your spam folder.

Example:

Name(s): (*)	<input type="text" value="PAULO A"/>
Last Name(s): (*)	<input type="text" value="CARDOSO"/>
Gender: (*)	<input type="text" value="Male"/>
E-mail / Username: (*)	<input type="text" value="paulocardoso@icemail.club"/>
E-mail Confirmation: (*)	<input type="text" value="paulocardoso@icemail.club"/>

- Country:**

The drop-down menu lists country names in Spanish (even with some acronyms). Here are some examples:

- Belgium: "Bélgica"
- Czech Republic: "República Checa"
- Denmark: "Dinamarca"
- Germany: "Alemania"
- Japan: "Japón"
- Korea: "Corea"
- Lebanon: "Líbano"
- Morocco: "Marruecos"
- Netherlands: "Países Bajos"
- Russia: "Federación Rusa"
- Sweden: "Suecia"
- Switzerland: "Suiza"
- United Kingdom: "Reino Unido"
- United States of America: "EE.UU."

Example:

Country: (*)	<input type="text" value="EE.UU."/>
Department: (*)	<input type="text" value="Texas"/>
City: (*)	<input type="text" value="Austin"/>

- Department:
This field refers to the political/geographical division of your country. Choose any option.
- City:
Choose any option.
- Phone/ Mobile Number:
Type only the local number without country or area code.

Example:

Address: (*)	<input type="text" value="Rua Selma Bandeira 1257"/>
Phone Number: (*)	<input type="text" value="8130494690"/>
Mobile Number: (*)	<input type="text" value="8130494690"/>

3. Once you finish filling this information, click on the "Continue" button at the bottom. You will be prompted with the information you filled. Click the "Continue" button to confirm the information. You will receive an e-mail from sire@uniandes.edu.co.

<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>
---	---------------------------------------

User Information Data Confirmation **Sending E-mail Account Verification**

Confirm the following information before creating your account

Identification number: (*) Pasaporte J4QL6

Student Code:

Name(s): (*) PAULO A

Last Name(s): (*) CARDOSO

Gender: (*) Male

E-mail: (*) paulocardoso@icemail.club

Country: (*) Brasil

Department: (*) Brasilia

City: (*) Brasilia

Address: (*) Rua Selma Bandeira 1257

Phone Number: (*) 8130494690

Mobile Number: (*) 8130494690

[Continue](#) [Back](#) [Cancel](#)

4. You will then receive a message to the e-mail with a link to continue with the sign-in process.

User Information Data Confirmation **Sending E-mail Account Verification**

Your registration has been successfully completed.

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

[Finish](#)

Confirmación de cuenta SIRE

From: Sistema Institucional De Recaudos - Sire <sire@uniandes.edu.co>

Date: Mon Mar 18 2019 20:26:17 GMT-0700

Haz click aquí para confirmar tu cuenta de usuario SIRE
https://sire.uniandes.edu.co/pagos/activacion-cuenta-usuario?user=paulocardoso@icemail.club&token=Pmp4*Y%235

5. Click or copy your confirmation link to your browser. You will be redirected to a section where you can set a password for your account.

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](#)

6. Click on the “Accept” button and your account will be ready. You can go ahead and complete the payment or continue with it later.

Password creation for SIRE account

Your SIRE Password was successfully created

[Finish](#)

7. With this account you can now log in to the payment system. From the log in dropdown menu please select the “User without a Uniandes email address” and type your e-mail and password.

Payment Authentication

Dear User, if it is the first time you enter the payment system of the University and you don't have an email account Uniandes, please register

Please select your Authentication type:

Please select your Authentication type:

User with a Uniandes email address

User without a Uniandes email address

Accept

Payment Authentication

Dear User, if it is the first time you enter the payment system of the University and you don't have an email account Uniandes, please register

User without a Uniandes email address

E-mail:

Password:

Accept

[I Forgot my Uniandes Password](#) | [I Forgot my Password](#) | [Sign in](#)

8. You Please double check that the "**Product**" corresponds to the registration type from the "Registration" section of the MIC site <http://mic2019.uniandes.edu.co> . If it does not correspond, you can choose the proper "Mic 2019 " options listed in the drop-down menu.



[Español](#) | [English](#)
 SIRE | Sistema Institucional de Recaudos

Welcome: **PAULO A CARDOSO**

SIRE

[Home](#)

[Make a payment](#)

[Change password](#)

[Sign out](#)

Payment Information

Please fill out the following information:

Unit (*)

Department

Product (*)

Description: Regular Registration To Mic 2019 (talk With Paper)

9. In the "basic Information" section, you will be asked to confirm your account's data. Please confirm with the "Continue" button.

Basic Information | [Event Information](#) | [Payment Information](#) | [Regulatory information](#)

Please fill out the following information:

Identification number: (*)

Name(s): (*)

Last Name(s): (*)

Gender: (*)

E-mail / Username: (*)

Country: (*)

Department: (*)

City: (*)

Address: (*)

Phone Number: (*)

Mobile Number: (*)

10. In the "Event Information" section, you would have to fill information about your affiliation and position. Please confirm with the "Continue" button.

Basic Information **Event Information** Payment Information Regulatory information

Occupation (*)

Company or University (*)

Position or Career (*)

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.

11. In the "Currency used for payment" select "Peso Colombiano". In the "Payment Type" field select "Tarjeta de Crédito" from the drop-menu to process your credit card payment".

Basic Information Event Information **Payment Information** Regulatory information

Currency used for payment:

Payment Type:

Value of Product:

Amount due:

Basic Information Event Information Payment Information **Invoice** Regulatory information

Currency used for payment:

Payment Type:

Value of Product:

Discount:

Amount due:

12. In the "Invoice" section you can specify if you want a receipt with another name on it. If you are not from Colombia and you don't want a receipt made out to another person or entity, please select "NO" in the "Great taxpayer" field and "Not responsible" in the "Tax class" field. Otherwise, you will have to fill the information about the entity who is paying. If you have any doubts on this part, you can e-mail us to mic2019@easychair.org

Basic Information Event Information Payment Information **Invoice** Regulatory information

Request Receipt made out to another person or entity
 Yes No

Please fill out the following information:

Great taxpayer: (*)

Tax class: (*)

Commercial Registry:

Email for Electronic Invoicing: (*)

13. Finally, please accept the terms and conditions. If you click on “Make a payment” you will be redirected to make your payment.

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**

1 Your data [Edit my information](#)

 PAULOÂ AÂ CARDOSO
paulocardoso@icemail.club

2 Select payment method

Credit card

14. Once your payment is successful, you will receive a confirmation e-mail with your invoice.