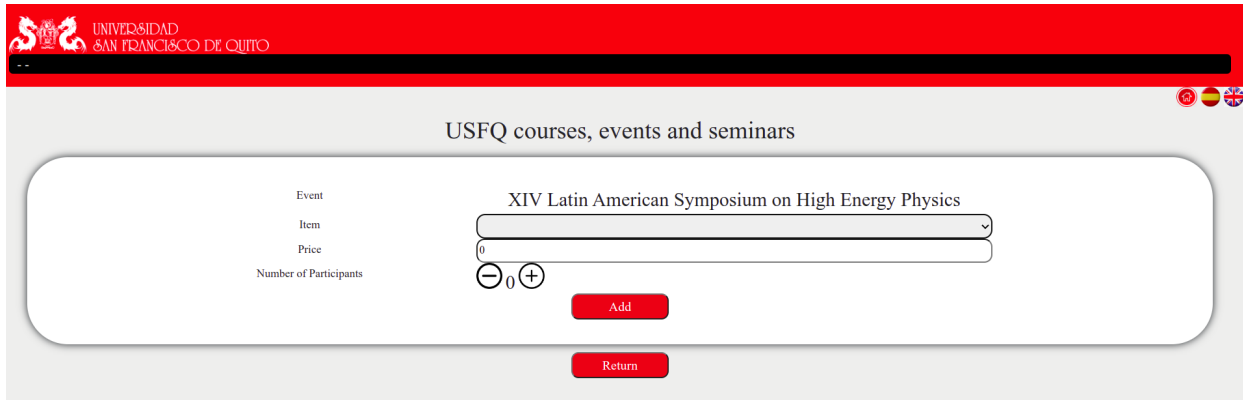


PAYMENT INSTRUCTIONS

In order to pay for your registration fee and/or the conference dinner, please use [this link](#) to the payment button from Universidad San Francisco de Quito (USFQ).

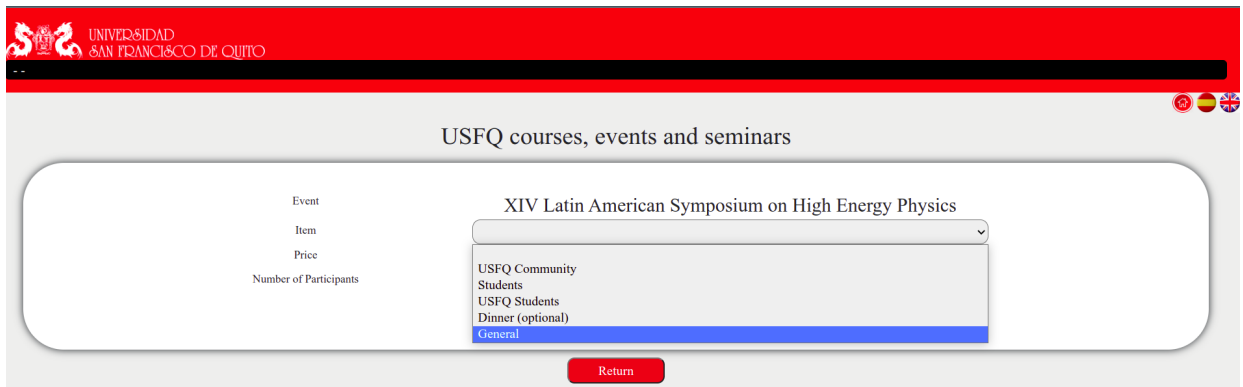
The payment system can be treated like a regular “shopping cart”. It should be straightforward, but in case of doubts, please follow the guide below.

1. At the link above, you will be prompted to a page like this:



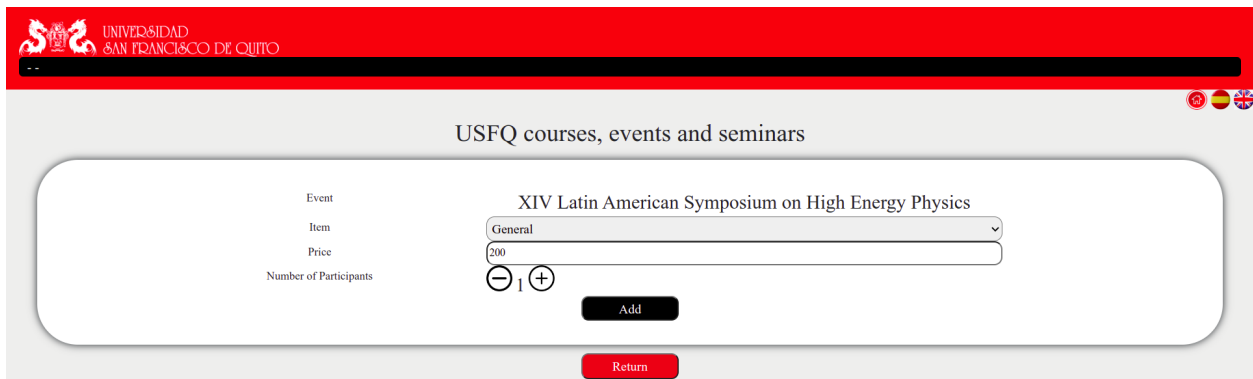
The screenshot shows the USFQ website header with the logo and name. Below the header, the page title is "USFQ courses, events and seminars". The main content area displays the event "XIV Latin American Symposium on High Energy Physics". The "Item" dropdown menu is open, showing options: "USFQ Community Students", "USFQ Students", "Dinner (optional)", and "General". The "Price" field shows "0". The "Number of Participants" field is set to "0" with minus and plus buttons. There are "Add" and "Return" buttons.

2. In the **Item** combo box, select the item you want to add to the shopping cart. Choose either **Student** (60 USD) or **General** (200 USD) to pay for your registration fee, unless you are a member of the USFQ community.



The screenshot shows the USFQ website header with the logo and name. Below the header, the page title is "USFQ courses, events and seminars". The main content area displays the event "XIV Latin American Symposium on High Energy Physics". The "Item" dropdown menu is open, showing options: "USFQ Community Students", "USFQ Students", "Dinner (optional)", and "General". The "Price" field shows "0". The "Number of Participants" field is set to "0" with minus and plus buttons. There is a "Return" button.

3. Select the number of participants for which you are paying the registration fee (if it is just you, leave it at 1) and click on the **Add** button:



The screenshot shows the USFQ website header with the logo and name. Below the header, the page title is "USFQ courses, events and seminars". The main content area displays the event "XIV Latin American Symposium on High Energy Physics". The "Item" dropdown menu is open, showing options: "USFQ Community Students", "USFQ Students", "Dinner (optional)", and "General". The "Price" field shows "200". The "Number of Participants" field is set to "1" with minus and plus buttons. There are "Add" and "Return" buttons.

4. You will be able to see the added item at the bottom:

The screenshot shows the registration interface for the XIV Latin American Symposium on High Energy Physics. The event name is displayed in the dropdown menu. The price is 0, and the number of participants is 0. The 'Add' button is visible below the input fields. Below the main form, the 'Item detail' section shows a table with the following data:

EVENTO	TARIFA	PRECIO	IVA	CANTIDAD	TOTAL	CTA BANNER
XIV Latin American Symposium on High Energy Physics	General	200	0	1	200	LASH

Buttons for 'Continue' and 'Return' are located below the table. A WhatsApp icon is visible on the right side of the 'Item detail' section.

6. Now you can press the **Continue** button or add another item, like **Dinner**, if you want to pay for it right away (it can be done separately later). Note that dinner or the registration fee payments can be done at any time before the registration deadline of **September 30, 2022**. For this demonstration, we will add **Dinner** as well. If you are not adding dinner, skip to step 8.

The screenshot shows the registration interface with the 'Continue' button highlighted. The dropdown menu for 'Item' is open, showing the following options: USFQ Community, Students, USFQ Students, Dinner (optional), and General. The 'Dinner (optional)' option is highlighted in blue. The 'Item detail' table remains the same as in the previous screenshot.

7. Add the number of dinners you want to pay for (remember that you can bring up to one accompanying external person). If it is just you, leave it at 1. Click the **Add** button:

The screenshot shows the registration interface with the 'Dinner (optional)' item selected. The price is 50, and the number of participants is 1. The 'Add' button is visible below the input fields. The 'Item detail' section is currently empty.

8. You will be able to see all the selected items at the bottom. Make sure the quantity (Cantidad) is correct for them. Press the **Continue** button.

UNIVERSIDAD SAN FRANCISCO DE QUITO

USFQ courses, events and seminars

Event: XIV Latin American Symposium on High Energy Physics

Item: [Dropdown menu]

Price: [Dropdown menu]

Number of Participants: 0

[Add]

Item detail

EVENTO	TARIFA	PRECIO	IVA	CANTIDAD	TOTAL	CTA BANNER
XIV Latin American Symposium on High Energy Physics	General	200	0	1	200	LASH
XIV Latin American Symposium on High Energy Physics	Dinner (optional)	30	0	1	30	LASH

[Continue]

[Return]

9. On the next page, you have to enter the personal information associated with each item. First select the item:

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USFQ courses, events and seminars

Select Item

[Dropdown menu]

General

Dinner (optional)

ID # [Ingresar número de identificación]

ID Type [Dropdown menu]

Name and Surname [Ingresar nombre completo]

Country [Ingresar dirección o país]

Telephone [Ingresar número de teléfono]

E-Mail [Ingresar correo]

[Add]

Billing information [Dropdown menu]

[Return] [Continue]

10. Enter the personal information associated with that item. If adding a dinner for a third party, for instance, input his/her information. In **ID**, enter the passport number or DNI. It is fine to leave **ID Type** as **OTHER**. Enter the **Name** and **Surname**, **Country** and **email** address. You can leave **Telephone** blank if you wish. Click on **Add**.

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USFQ courses, events and seminars

Select Item

General

Ingresar tus datos:

ID # [9999999999]

ID Type [OTHER]

Name and Surname [Marco Zambrano]

Country [Colombia]

Telephone [Ingresar número de teléfono]

E-Mail [marcoemailz@gmail.com]

[Add]

Billing information [Dropdown menu]

[Return] [Continue]

11. Repeat the process for any additional item you may have. Note that you can edit or eliminate an item if needed. Then choose the billing information. Note that here you can choose “OTROS” in order to enter different billing information (the official receipt will be made to this name). The press **Continue**.

USFQ courses, events and seminars

Select Item
Dinner (optional)

ID #	ID Type	Name and Surname	Address	Telephone	E-Mail	Item
Eliminar Editar 9999999999	OTHER	Marco Zambrano	Columba	0	marcoemail@gmail.com	General
Eliminar Editar 9999999999	OTHER	Marco Zambrano	Columba	0	marcoemail@gmail.com	Dinner (optional)

Billing information
OTROS
Marco Zambrano
Marco Zambrano

Return Continue

12. On the next page choose **All International and Local Cards** as your form of payment (unless you have an Ecuadorian bank account). Click on **Continuar**.

Choose your bank

Credit Card or Debit
Total: \$ 230
Options:

- 1. Local Cards: Diners Club, Visa Titanium, Discover (Current and deferred payments)
- 2. Local Cards: Banco Pichincha (Current and deferred payments)
- 3. Local Cards: Banco Guayaquil (Current and deferred payments)
- 4. Local Cards: Banco Bolivariano (Current and deferred payments)
- 5. Local Cards: Produbanco (Current and deferred payments)
- 6. Local Cards: Banco del Austro (Current and deferred payments)
- All International and Local Cards (One Payment)

Next

Regresar

13. Confirm a single payment on the next page and check that your total is correct. Click on **Continue**.

Select your payment option

Total: US\$ 230

Opciones:
1 PAYMENT

Continue

Return

14. You will be prompted to a usual commercial credit card handling page like the one below. If the data on the card you are paying with is different from the billing information above, make sure to **Change payer data**. Then follow the procedure and complete the payment.

USFQ CONSUMIDOR FINAL

CONSUMIDOR FINAL
admisiones@usfq.edu.ec

Are you going to pay with someone else's account or card?
[Change payer data](#)

Total to be paid
\$230.00

The payment process will expire in 20 minutes

Reference
20220709T12584246

Description
Pago Evento- XIV Latin American Symposium on High Energy Physics/9999999999

Date
2022-07-09 13:07:08

Session
15851113

← Change payment method CARD INFORMATION

Card number
1234 5678 9012 3456

Expiration date
12 / 29

Security code (CVV)
123

Do you want us to save this payment method so you don't have to enter it again?

CONTINUE

I do not want to continue the process

By proceeding, I accept the applicable policies for the treatment of my personal data according to the local jurisdiction of the responsible entity and [Exercer PlacetaPay](#) in its capacity as manager.

For further information, contact the merchant at the email soportefactura@usfq.edu.ec, macostap@usfq.edu.ec

15. After your transaction, you will be prompted to a confirmation page. Please save that page for your records. You will also receive an email confirming the payment.

UNIVERSIDAD SAN FRANCISCO DE QUITO

1711859007

Your transaction was processed successfully

ID 1711859007
Authorization # 878495
Date 2022-07-09 14:49:43
Description Pago Evento- XIV Latin American Symposium on High Energy Physics/1711859007
Reference # 20220709T14473285
Trx 20220709T14473285

Consulta Pagos

16. A confirmation of payment will be also sent manually from the Conference organization after a cross check with the payment system.

Thanks for joining the conference. We look forward to seeing you in the middle of the world.