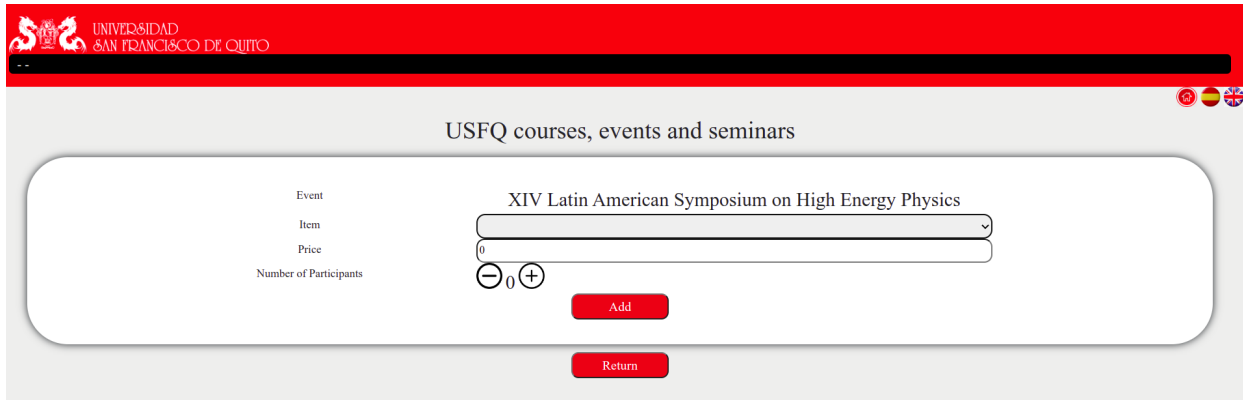# PAYMENT INSTRUCTIONS

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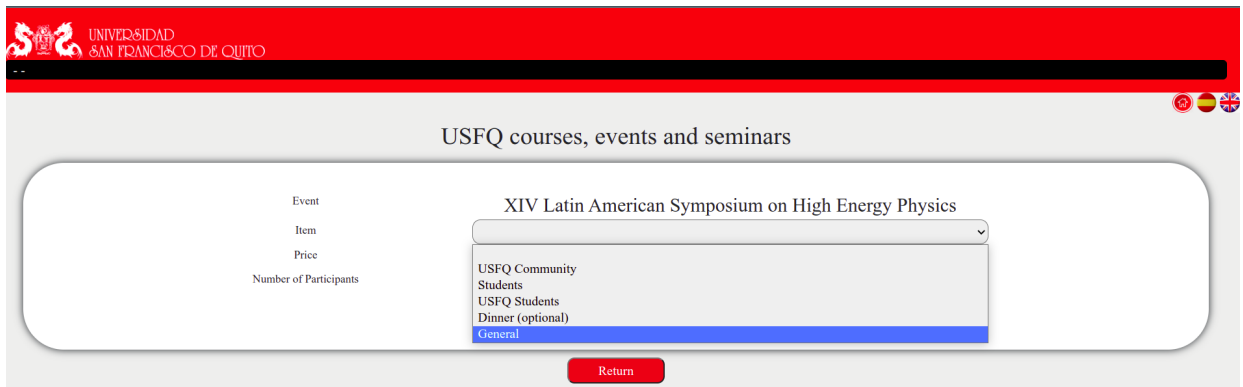
The payment system can be treated like a regular "shopping cart". It should be straightforward, but in case of doubts, please follow the guide below.

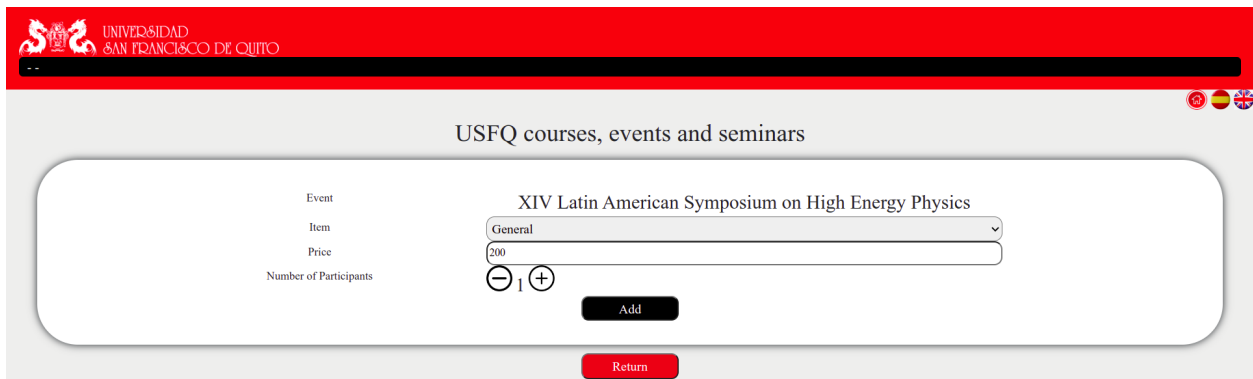1. At the link above, you will be prompted to a page like this:

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.

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:

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

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.

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:

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.

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

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.**

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.**

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.**

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

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.

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.

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.