

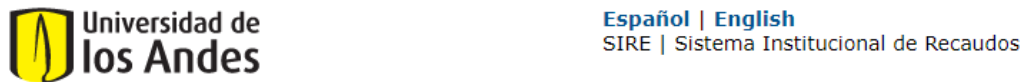
## REGISTRATION PROCESS

### 2ND STEP CONFERENCE CARTAGENA – COLOMBIA OCTOBER 2018

1. Open our official website: <https://stepconference.uniandes.academy/>
2. On the upside right, press “Register” to start the process.



3. A new tab will be opened. Press “Register” again at the bottom of the website as in the picture:



**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:

E-mail:

Password:

[I Forgot my Uniandes Password](#) | [I Forgot my Password](#) | [Register](#)

If you wish to know the navigation of payment system SIRE, clic in [Demo](#)

4. Fill all the personal data required. “Identification number” should be filled with your “Passport” number or “Pasaporte” as it is in Spanish. “United States” is “Estados Unidos”. The “Address” doesn’t have to be accurate, you can fill it randomly. When you finish select “Continue”

User Information   Data Confirmation   Sending E-mail Account Verification

Please fill out the following information:

Identification number: (\*)

Name(s): (\*)

Last Name(s): (\*)

Gender: (\*)

E-mail / Username: (\*)

E-mail Confirmation: (\*)

Country: (\*)

Department: (\*)

City: (\*)

Address: (\*)

Phone Number: (\*)

Mobile Number: (\*)

5. Next, will be shown a summary of your registration. Press “Continue” again.

User Information   Data Confirmation   Sending E-mail Account Verification

Confirm the following information before creating your account

Identification number: (\*) Cedula de Ciudadanía: ██████████

Student Code:

Name(s): (\*) EDUARDO

Last Name(s): (\*) MC AUSLAND

Gender: (\*) Male

E-mail: (\*) eduardoamcausland@gmail.com

Country: (\*) Colombia

Department: (\*) BOLÍVAR

City: (\*) CARTAGENA

Address: (\*) ██████████

Phone Number: (\*) ██████████

Mobile Number: (\*) ██████████

6. An E-mail will be sent to the address you provided before. Open the link you receive



Español | English  
SIRE | Sistema Institucional de Recaudos

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

Carrera 1 N° 18A - 12 Bogotá, (Colombia) Phone:+571 3394949 - +571 3394999

7. This is what is open with the link you receive. Create a password and press "Accept"



Español | English  
SIRE | Sistema Institucional de Recaudos

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

Carrera 1 N° 18A - 12 Bogotá, (Colombia) Phone:+571 3394949 - +571 3394999

8. When you get the password created, this is what will appear:



Español | English  
SIRE | Sistema Institucional de Recaudos

Password creation for SIRE account

Your SIRE Password was successfully created

Finish

Carrera 1 N° 18A - 12 Bogotá, (Colombia) Phone:+571 3394949 - +571 3394999

9. Select the option “User without a Uniandes address” as shown below. Now, you log in with 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

I Forgot my Uniandes Password | I Forgot my Password | Register

If you wish to know the navigation of payment system SIRE, clic in [Demo](#)

10. The payment menu will be open. You don't have to change anything unless you don't wish to participate in the touristic tour scheduled for 21<sup>st</sup> October. In case you don't wish to participate, you must change the category for discount to “Entrance fee (only)”. Finally press “Continue”.



SIRE

- Home
- Make a payment
- Change password
- Sign out

Payment Information

Please fill out the following information:

Unit (\*) FAC DE ADMINISTRACIÓN

Department DECANATURA ADMINISTRACION

Product (\*) Step Conference

Description: Step Conference: Entrance Fee + Tourist Activities

Select your category for discount: Select

Select  
Entrance fee (only)

Continue Cancel

11. Then, you need to select the “Currency used for payment”. If it’s in “Pesos colombianos” the amount will be as shown below. Next, the “Payment type”, which is recommended to be credit card, or “Tarjeta de crédito”. Finally press “Continue”.



Español | English  
 SIRE | Sistema Institucional de Recaudos  
 Welcome: EDUARDO MC AUSLAND

**SIRE**

Home

Make a payment

Change password

Sign out

Basic Information

Payment Information

Invoice

Regulatory information

Currency used for payment: Peso Colombiano

Payment Type: Tarjeta de Crédito

Value of Product: 1.160.000

Amount due: 1.160.000

Continue

Back

Cancel

Carrera 1 N° 18A - 12 Bogotá, (Colombia) Phone: +571 3394949 - +571 3394999

	<b>US Dollars</b>	<b>Colombian Pesos</b>
Entrance fee (only)	\$300	\$870.000
Entrance fee with touristic tour	\$400	\$1.160.000

12. Fill the data required.
13. Accept the terms and conditions. And “Make a payment”.