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:

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”
5. Next, will be shown a summary of your registration. Press “Continue” again.
6. An E-mail will be sent to the address you provided before. Open the link you receive

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

8. When you get the password created, this is what will appear:
9. Select the option “User without a Uniandes address” as shown below. Now, you log in with your E-mail and password.

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 21st October. In case you don’t wish to participate, you must change the category for discount to “Entrance fee (only)”. Finally press “Continue”.
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”.

<table>
<thead>
<tr>
<th></th>
<th>US Dollars</th>
<th>Colombian Pesos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance fee (only)</td>
<td>$300</td>
<td>$870.000</td>
</tr>
<tr>
<td>Entrance fee with touristic tour</td>
<td>$400</td>
<td>$1,160.000</td>
</tr>
</tbody>
</table>

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