Registration instructions 20th World Congress International Economic Association

Please read the following instructions carefully because the payment system is in Spanish.

1. Click on the registration link: http://webapps.eafit.edu.co/recaudos/

2. When you enter the "Recaudos" system, the following event registration image will appear, in the "Tipo de documento" field. Select the type of document, in this case PASAPORTE. In the "No. de Documento" field, type in your passport number. Then, click on "Entrar".

![Registration Image]
3. If you are not registered in the university database, when you fill in the data requested in section 2 you will get the following warning:

You will have to click on the message "Si usted no es un usuario registrado en las bases de datos de la Universidad de clic aquí para registrarse."

The system will open a new section where you will have to register some of your personal data.

- In the "Tipo de Documento" field select the type of document, in this case PASAPORTE.
- In the "Numero de Documento" field, type in your passport number.
- In the "Nombres" field, type in your name as it is written in your passport.
- In the “Apellidos” field, type in your last name (family name) as it is written in your passport.
- In the “Fecha de Nacimiento” field, type in your date of birth with the following format (YYYYMMDD).
- In the “Genero” field, select gender (female or male).
- In the “Correo Electrónico” field, type in your personal email.
- In the “Teléfono Residencia” field, type in your landline or phone number.
- In the “Dirección Residencia” field, type in your home address.
- In the “País de Residencia” select your country of residence.
- In the “Departamento Residencia” select your province of residence.
- In the “Ciudad Residencia” select your city of residence.

Then, click on “Confirmar”
Then, click on “Continuar”
4. In this section you will find the field "Seleccione el evento" there click on the drop-down list and select the event "IEA World Congress 2023". Then, click on the "Continuar" button.

You will see general information about the registration process (required documentation, payment methods, help contact, among others). Read carefully and then click on the “Continuar” button.
5. In the next section you will find a form where you must enter some personal data as follows:

- In the “Correo Electronico” field, type in your email address.
- In the "Telefono Celular" field, type in your cell phone number.
- In the “Entidad ó Empresa donde labora” type in your institutional affiliation.

The fields "Tipo de documento", "Numero de documento", “Nombres” and “Apellidos” are automatically filled in based on the information provided in section 3.

Then, click on "Continuar".
In the "Tarifa" field, select the **IEA World Congress 2023** option, and click "Confirmar".

The registration fee varies according to the place of residency. Please select the fee according to the place you come from and your occupation (student or not). For more information, please check over the classification of country groups according to the [World Bank](https://www.worldbank.org).

When you finish your registration process, click on the “Pagar” button.
Note: Payment must be made on the same day, otherwise you will have to start the process again.

6. The system will take you to the ecommerce screen. There, you will find information related to the payment process: reference number, total amount to pay, the financial entities where you can make the payment (American Express, Master Card, Dinners Club International, VISA), and a link where you can consult the virtual payment procedure of your financial entity.
To continue with the payment, click again on “Pagar”.

The system will take you to another screen, where it will show you a summary of the payment with your data and the total amount to be paid in USD.

**Enter the identification of the payer.**

The fields “Correo electrónico”, “Tipo de documento”, “Documento”, “Nombre”, “Apellidos” are automatically filled in based on the information provided in section 1.

- In the “Telefono movil” field, type in your cell phone number.

Click on “Continuar”

- Select the payment method
Fill in your credit card information:

- In the "Numero de tarjeta" field fill in your credit card number.
- In the "Fecha de vencimiento" field, fill in the expiration date of your credit card.
- In the "Copia de seguridad (CVV)" field, fill in the security code.
- In the field "Cuotas" select the number of payments you wish to pay.

Click on the "Continuar" button

7. Finally, you will be in the system of your financial institution. Enter the required information and proceed with the payment. This will generate an electronic receipt and a confirmation message.

If you are in doubt whether your registration process was successful, please send us an email to ieawc2023@eafit.edu.co to confirm this information.