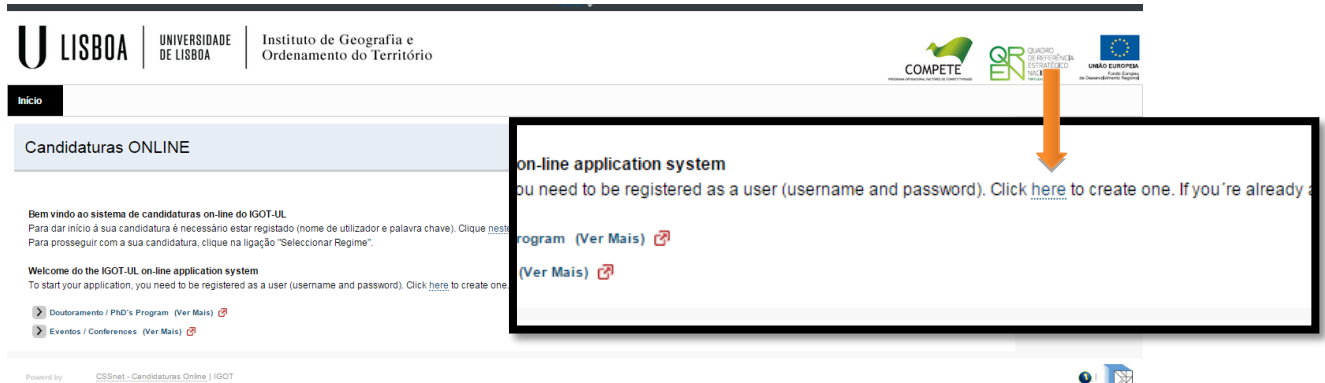# UPE 12 Symposium

USER ACCOUNT FOR PAYMENT

1. The registration is carried out in following website:
   https://igot.candidaturas.ulisboa.pt/cssnetigot/page?stage=browservalidator&acknoledge=true

   IMPORTANT: Please use the following *Internet Browsers*: Mozilla **FIREBOX** or Google **CHROME**

2. To start your registration, you need to be create a new user (username and password). Click on the above shown link to create one.

3. Read the Disclaimer – Terms and Conditions and click "yes" on the bottom of the page to proceed.

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4. Fill in all the fields and click on "**Submit**". Don't forget to check the "I have read…" checkbox.

After registration, you will receive the following email:
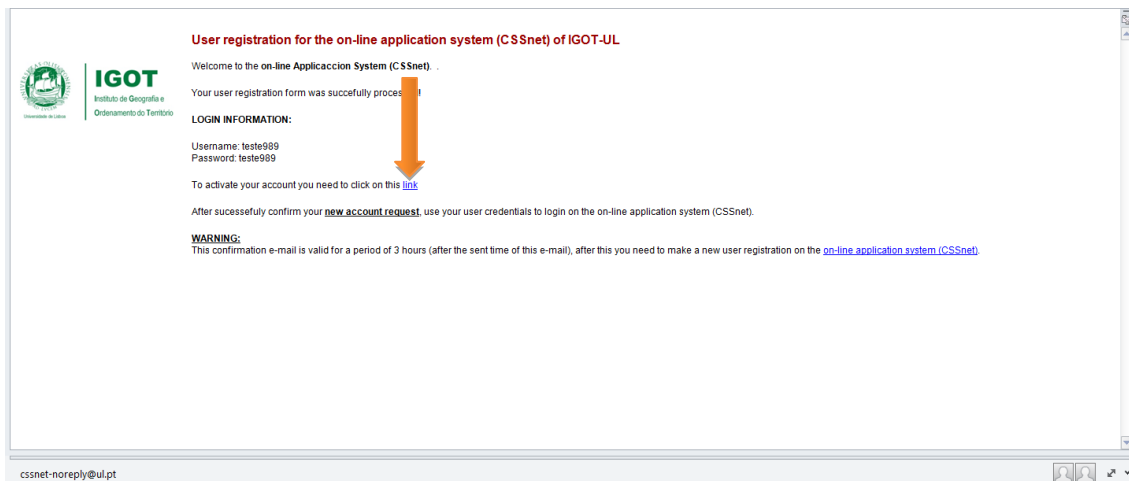
5. Click on the account activation **link**

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LOG IN FOR PAYMENT

I.   Log in with your newly created **username and password**

I.   Select the link **Conferências / Conferences**

Personal Information Validation:

II.   Click "**Next**" on this first screen

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III.   Fill in all data and click "**Next**"

IV.   Select the "Course" *UPE 12 Symposium_general* or *UPE 12 Symposium_students* and click "**Next**"

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Personal Information and contacts

V. Fill in ALL DATA and select "Foreign" on citizenship and birthplace. Fill in the **Social Security Number** field with "**999999999**" and the **Zip code** field with the code "**9999-999**". Click "**Next**"

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Enrollment Summary

VI.   Click "**Finish**"

After the enrolment, the candidate receives the following email:

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Fee payment:

VII.   Click on "**Formalize Candidacy**"

VIII.   Click on the Shopping Car link "**Click here to pay**"

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IX. Check the conference item and on the link at the bottom of the page "**Items to pay**"

X. Click on "**Choose Payment Method**" at the bottom.

XI. Select "**Netcaixa – TPA Virtual**" and click "Next".

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XII.   Confirm your choice by clicking "**Confirm**".
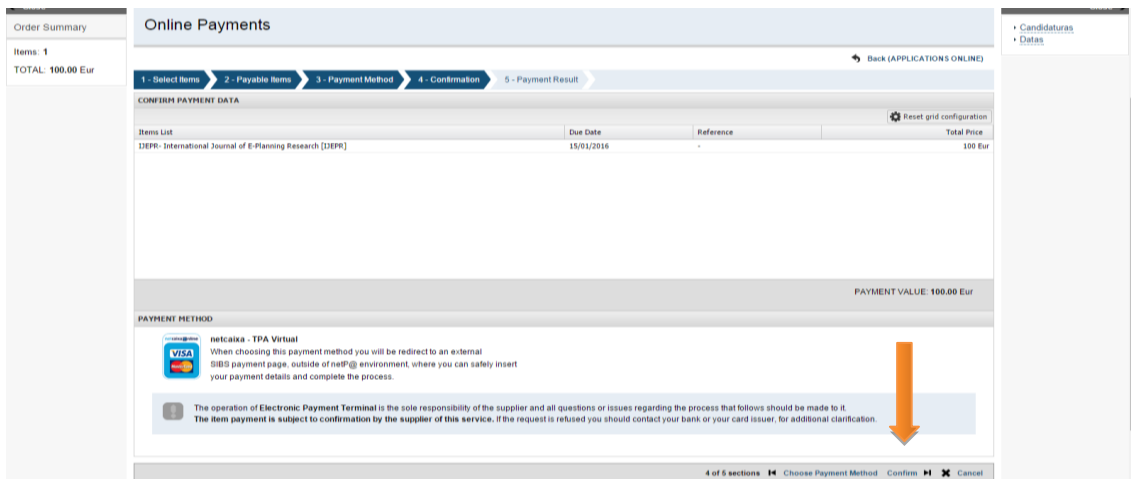
XIII.   Click on "**Yes**" on the window asking for permission to redirect to the VISA payment portal.
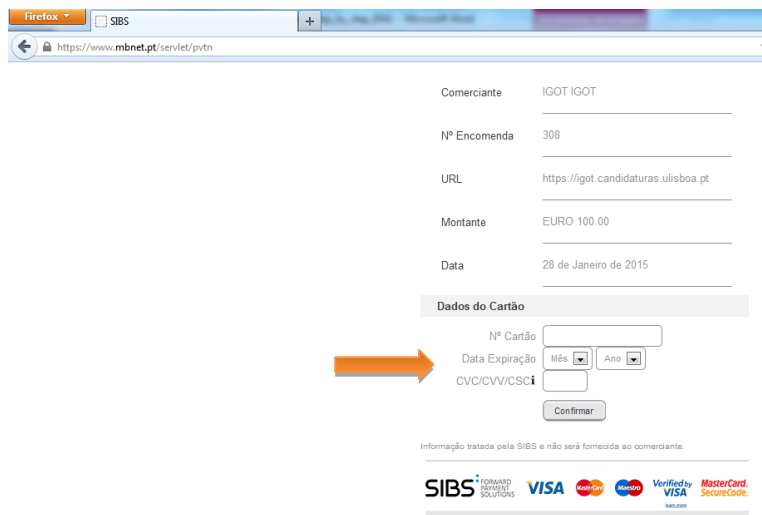
XIV.   Fill in the Credit Card information and follow the payment instructions.

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