1. **Sign in**: [http://wfnmc7.uan.edu.co](http://wfnmc7.uan.edu.co) and will find the next page, then click on the link “REGISTER”.

2. In the registration form you will find the following:

   ![Register Form](image)

   1. **Event Registration**: Informative box where different types of registration with the respective payments and dates appear.
   2. **Registration Type**: In this field select the option, for example, *Accompanying Person*; the corresponding fee is USD$600.00.
   3. **City**: Select Barranquilla as the city of the event.
4. **Id Type:** Select the type of document that you will use to travel to Colombia, generally it will be Passport.

5. **Id number:** In this space should put the number of the document selected in Section 4.

6. **Next:** After filling in these fields, press “Next” to go to the next screen.

3. The system then displays the screen with the following data to fill in:

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1. **Title:** Enter the title you wish to use in the letter of invitation that will be sent via e-mail.

2. **Document’s Expedition Place:** Country, state and city where your identification document (usually a passport) with which you will travel to Colombia was issued.

3. **Names:** Enter your given name (required), middle name, family name (required), second family name.

4. **Gender:**

5. **Organization:** Enter the name of the institution you represent.

6. **Place of residence:** Enter country, state and city of residence.

7. **Residence address:** Place the address of residence, zip code, telephone number and email. The email you enter will automatically be used to send a letter of invitation to the event; this can be used for obtaining your visa, if required.
8. **Next**: Press “Next” to open the next screen.

4. Review, in a preview, the information you entered and make corrections as appropriate. If the information is correct, press “**Confirm**”.

![Registration summary]

Verify that the data entry in the form are correct, if so click the Confirm button. If you find any errors on this page click on the Back button to make the necessary changes.

**Personal Data**
- **Identification document**: PASSPORT AB123456
- **Name**: Mrs. Vanessa Willis
- **Gender**: Female
- **Organization**: Home
- **Place of residence**: ANDREWS - INDIANA - ESTADOS UNIDOS
- **Residence address**: Lexington IN 02420
- **Postal code**: 514587
- **Telephone**: 54545675
- **Email**: vanessaw@gmail.com

**Event details**
- **Modality**: Conferencias
- **City**: BARRANQUILLA
- **Event**: WPNMC-7 Conference Barranquilla, Colombia, 2014
- **Registration type**: Accompanying Person

![Dialog box]

The information is correct?.

Yes  No

5. Then a dialog box will appear asking the user if the information is correct. Pressing **Yes** will take you to the next screen, pressing **No** will return you to modify the information.

![Dialog box]

Your registration process has been successfully completed. Now click the Close button, so you can continue with payment.

![Close button]
7. Once the user registration process is complete, the system will advance to the payment screen as shown:

1. **Bank Transfer**: If you wish to make your payment by bank transfer, the respective details are given here.

2. **EPayments**: If you wish to make your payment by credit card, click on the picture of online payment. This process is detailed below:

**DESCRIPTION ONLINE PAYMENT**

1. **First screen:**
1. In Box 1, the value is payable in USD.

2. In Box 2, place a check mark on the left side of the credit card logos and use the drop-down list to select the card to be used.

3. Press “Continue” to proceed.
In the second step a screen such as this appears:
1. In Box 1 the data: identification number, name, program, campus automatically appear.

2. In Box 2, the email you enter will be used for notifying that account of payment.

3. In Box 3, NUP data corresponding to the number of the receipt and the cost that you will pay in dollars appear.

4. Click “Pay” to continue with the payment.

3. Third screen of the online payment process:
1. Section 1 shows the value payable in dollars.

2. In Section 2 you must fill out the following fields:

   - Tipo de tarjeta: Card Type
   - Número de la Tarjeta: Card Number:
   - Fecha de vencimiento: Expiration Date
   - Código de verificación: Enter security code on the back of the card.
   - Número de cuotas: Number of Payments: In this box the user must specify the number of monthly payments in which you want the event payment to be deferred. This is an option available in Colombia. All others fill in “1”.
   - Documento de identificación: Your identification number as written in the first section of the registration page (passport, etc.)
   - Nombre y Apellido: First and family name
   - Teléfono: Phone
   - Dirección: Address
   - Nombre del Banco: Name of the bank issuing the credit card.
   - País de emisión: Country where the card is issued.

3. Press the appropriate button: “Back” or “Continue”
4. The fourth step of online payment: The system will show a screenshot like the one below indicating whether the transaction was accepted or rejected.