

# REGISTRATION INSTRUCTIONS WFNMC7

1. Sign in: <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:

**Event Registration**

**1** Registration fee

Category	Before March 31 <sup>st</sup> , 2014	Before June 15 <sup>th</sup> , 2014	After June 15 <sup>th</sup> , 2014
General (double occupancy of room)	US\$ 900	US\$ 1050	US\$ 1150
Special (single occupancy)	US\$ 1050	US\$ 1150	US\$ 1250
Accompanying person		US\$ 600	

**2** \*Registration type: Accompanying Persc

**3** \*City: BARRANQUILLA

**4** \*Id type: PASSPORT

**5** \*Id number: AB125489

**6** Next

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:

**Personal Data**

In this section, enter the information related to your personal data.  
Fields with \* are required.

1
\* Title Mrs.

2
\* document's expedition place ESTADOS UNIDOS  BARKHAMSTED   
CONECTICUT

3
\* Given name Vanessa  Middle name   
\* Family name Wilscot  Second family name

4
\* Gender Female 
5
\* Organization: Home

6
\* Place of residence ESTADOS UNIDOS  ANDREWS   
INDIANA

7
\* Residence address Lexington IN 02420  \* Postal code 514587   
\* Telephone 54545875  \* Email vanessaw@gmail.com

Return
8
Next

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**

<b>Identification document:</b> PASSPORT AB125489	<b>Name:</b> Mrs. Vanessa Wilscot
<b>Gender:</b> Female	<b>Organization:</b> Home
<b>Place of residence:</b> ANDREWS - INDIANA - ESTADOS UNIDOS	<b>Residence address:</b> Lexington IN 02420
<b>Postal code:</b> 514587	<b>Telephone:</b> 54545875
<b>Email:</b> vanessaw@gmail.com	

**Event details**

<b>Modality:</b> Conferencias	<b>City:</b> BARRANQUILLA
<b>Event:</b> WFNMC-7 Conference Barranquilla, Colombia, 2014	<b>Registration type:</b> Accompanying Person

**Return** **Confirm**

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.

The information is correct?.

**Yes** **No**

6. Another dialog box will inform you that the process was completed successfully. Press “**Close**” to go to the payment page.

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

**Close**

**7.** Once the user registration process is complete, the system will advance to the payment screen as shown:

**Register**

*The registration is valid only when accompanied by confirmation of payment.*

**Payment conditions**

- All bank transfers must be clearly marked with the registrant's name and the following payment identification number: **0211311411259-8**
- A copy of the remittance receipt should be emailed to [director.tesoreria@uan.edu.co](mailto:director.tesoreria@uan.edu.co)
- Payment of registration fees by bank transfer **will not be accepted after June 15<sup>th</sup>, 2014.**
- **All bank charges must be borne by the registrant** and should not be deducted from the total amount remitted.
- If there should be a difference between remittance sent and amount received due to bank transfer fees, registrants are required to pay the difference on event site.

**Methods of payment:**

Payment may be made either by **credit card** or **bank transfer**.

**Bank transfer**

**Bank name:** BBVA  
**Account number:** 00130144000200076148  
**Swift code:** GEROCOBB  
**Beneficiary:** UNIVERSIDAD ANTONIO NARIÑO

**Credit card payment**

**Payment due now:** \$ 600 USD      **Payment deadline:** 15/06/2014

  
Online payment

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:



Salida Segura

PAGO USD ▾

Mostrar/Ocultar formulario

Valor (USD)  **1**

**Pago con Tarjeta de Crédito**

VISA ▾ **2**

**Por seguridad no interrumpa la operación mientras se comunica con la Entidad Financiera.**

**3**

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 too be used.
3. Press “**Continue**” to proceed.

2. In the second step a screen such as this appears:



**UAN - UVA**  
UNIVERSIDAD ANTONIO NARIÑO

## Online payment

Id number	AB125489	1
Name	Vanessa Wilscot Null	
Program	EDUCACIÓN CONTINUADA	
Campus	PUERTO COLOMBIA	
Email	vanessaw@gmail.com	2
Telephone	45875784	
Nup	0211311411259-8	3
Cost	\$600 USD	
	<input type="button" value="Pay"/>	4

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:



Salida Segura

PAGO USD ▾

**Valor (USD)**  1

**INFORMACION DE LA TARJETA DE CREDITO** Los campos marcados con \* son requeridos.

<b>Tipo de Tarjeta</b>	<b>VISA</b>	
<b>Número de tarjeta*</b>	<input type="text" value="5448454845484545"/>	
<b>Fecha de vencimiento*</b>	<input type="text" value="Junio"/> ▾ <input type="text" value="2023"/> ▾	
<b>Código de Verificación*</b>	<input type="text" value="857"/>	
<small>Se encuentra al respaldo de su tarjeta</small>		
<b>Número de Cuotas*</b>	<input type="text" value="1"/>	
<b>Documento de Identificación*</b>	<input type="text" value="124589"/>	
<small>Identificación del tarjetahabiente</small>		
<b>Nombre y Apellido*</b>	<input type="text" value="Vanessa Wilcot"/>	2
<small>Tal como aparece en la tarjeta</small>		
<b>Teléfono*</b>	<input type="text" value="21548796"/>	
<small>Teléfono donde recibe el estado de cuenta de su tarjeta</small>		
<b>Dirección*</b>	<input type="text" value="ajshgdk"/>	
<small>Dirección completa donde recibe el estado de cuenta de su tarjeta</small>		
<b>Nombre del Banco*</b>	<input type="text" value="Citi Bank"/>	
<small>Tal como aparece en la tarjeta</small>		
<b>País de emisión*</b>	<input type="text" value="Canadá"/> ▾	
<small>Donde ha sido emitida la tarjeta</small>		

**Al completar este pago yo certifico que soy un usuario autorizado de la tarjeta de crédito utilizada. Yo acepto que **UNIVERSIDAD ANTONIO NARIÑO** puede utilizar la información de mi dirección de Internet ( 186.28.225.70 ) para cualquier investigación relacionada con el uso inapropiado de esta tarjeta de crédito.**

**Por seguridad no interrumpa la operación mientras se comunica con la Entidad Financiera.**

3

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.

UNIVERSIDAD ANTONIO NARIÑO NIT 860056070  
PAGO USD  
A continuación encontrará el estado de su transacción:

<b>NUP</b>	0211311411259-8
<b>Código</b>	AB125489
<b>Nombres y Apellidos</b>	Vanessa Wilscot Null
<b>E-mail</b>	vanessaw@gmail.com
<b>Teléfono</b>	45875784
<b>Valor (USD)</b>	\$ 600.00
<b>IP Origen</b>	186.28.225.70
<b>Nro. Transacción eCollect</b>	18578534
<b>Fecha Proceso</b>	20/03/2014 12:40:31 PM
<b>Entidad Financiera</b>	VISA *****4545
<b>Número de Confirmación:</b>	572168-325803877
<b>Estado de la Transacción</b>	RECHAZADA

Su transacción fué RECHAZADA por la Entidad Financiera. 

[Nuevo Proceso](#)

[Salida Segura](#)

 [Imprimir Comprobante](#)