**REGISTRATION PROCESS FOR CASAP VIII**

**CASAP VII event and courses**

The following is the registration process for CASAP VIII and its pre-congress courses.
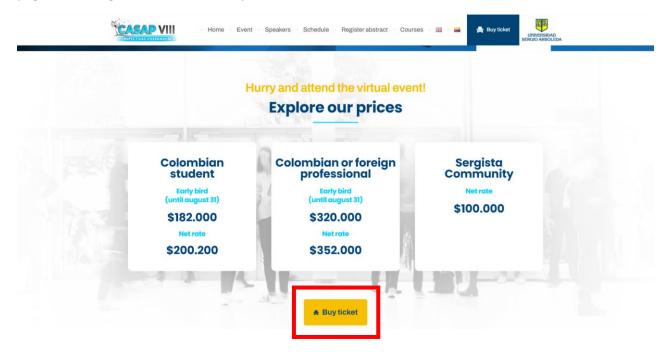
**PAYMENT METHODS**

- Payment with debit and credit cards by PSE (Recommended for international payment)
- Payment at a bank branch

For more information about the registration process, please contact us at casap8@usa.edu.co

**WEB REGISTRATION PROCESS**

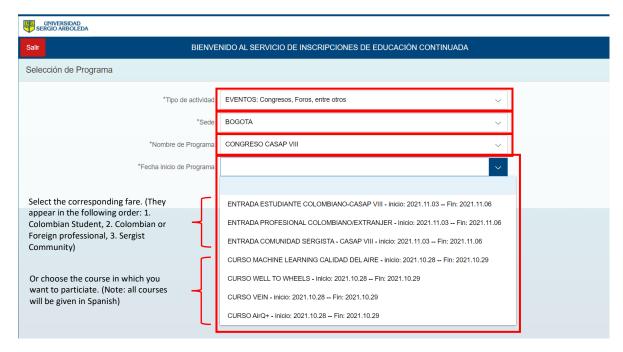**STEP 1. Payment button on the website**

The "Buy ticket" payment button on the page www.casap.com.co, will direct you to the payment page of the Sergio Arboleda University.
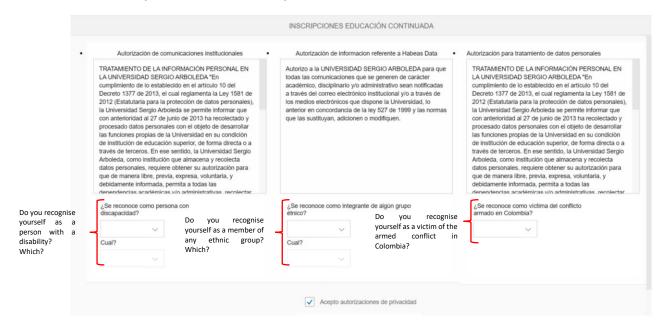


**STEP 2.** Select the fare, as appropriate.

The button takes you to the following web form:

- Select the **Type of activity, location and name** as showed below.
- **In the date section**, select the type of fee that corresponds to you, <u>verification data will be requested if you choose Colombian student.</u>
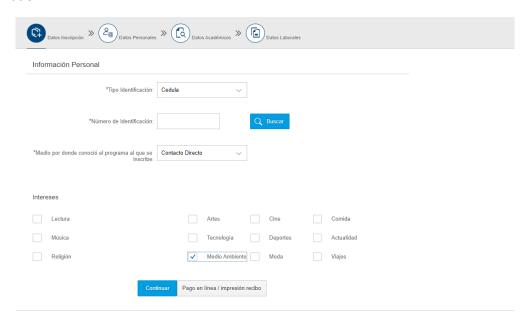


**STEP 3. Accept the authorizations and continue (Insitutional communications authorization, Habeas Data authorization, treatment of personal data authorization).**

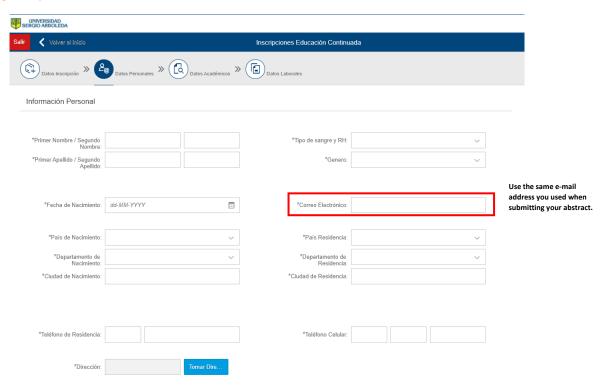**Answer the questions on the lower part of the screen.**

**STEP 4. Enter your ID type and number.**

Press the search button, if it is the first time you make a payment to Sergio Arboleda University, press continue and enter your information manually, if not, the system will automatically fill your information.
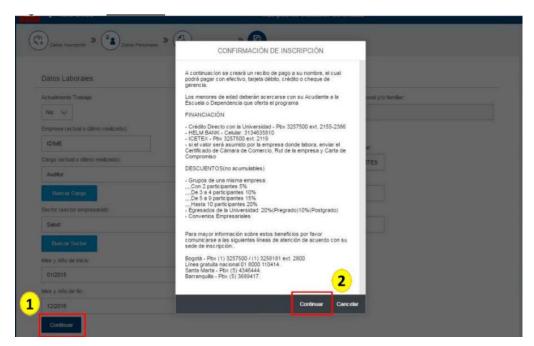


**STEP 5. Enter your personal, academic and employment details.**

If you registered an abstract, please use the same email address you used in the EasyChair platform to register your abstract.
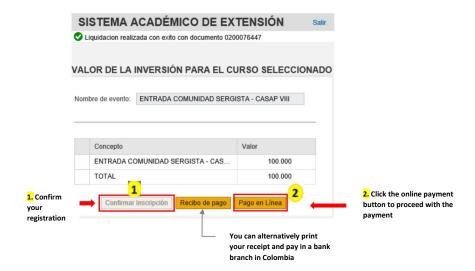
**STEP 6. Confirm your registration.**
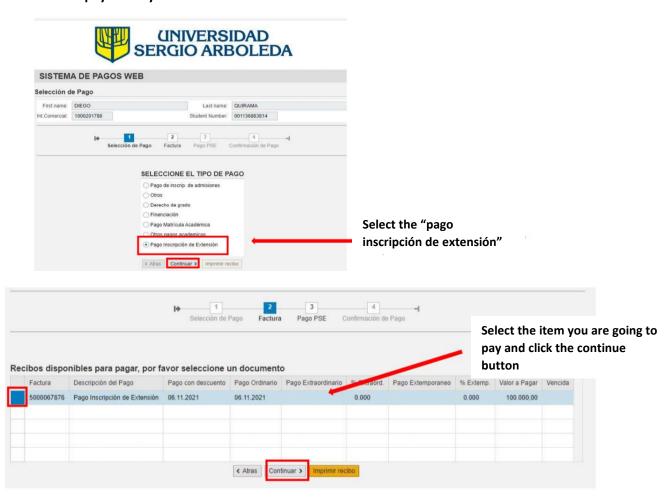
Click on the <u>Continue</u> button and the form takes you to a pop-up message where you will have to click again on the <u>Continue</u> button.
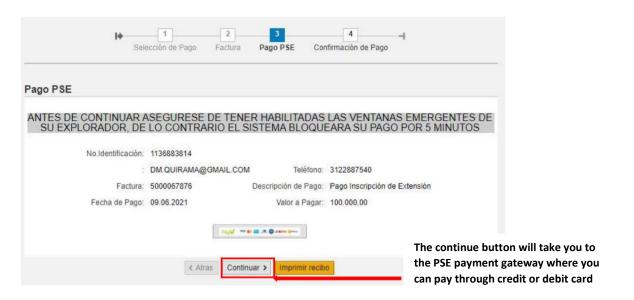


**STEP 7. Confirm your registration and make payment online.**



1. Confirm your registration

You can alternatively print your receipt and pay in a bank branch in Colombia

2. Click the online payment button to proceed with the payment

**STEP 8. Web payment system.**



Select the "pago inscripción de extensión"



Select the item you are going to pay and click the continue button



The continue button will take you to the PSE payment gateway where you can pay through credit or debit card

When your payment is successful, you will receive a confirmation email with proof of payment from the account payment receipt from the account pagos@e-collect.com.

Please check your spam or junk folder.

**NOTE: In case you wish to make your payment after registration you can enter the following link, which will take you directly to STEP 8.**

[https://fiori.usergioarboleda.edu.co:8444/sap/bc/webdynpro/sap/zwdslcm_pagosweb_tab](https://fiori.usergioarboleda.edu.co:8444/sap/bc/webdynpro/sap/zwdslcm_pagosweb_tab)