

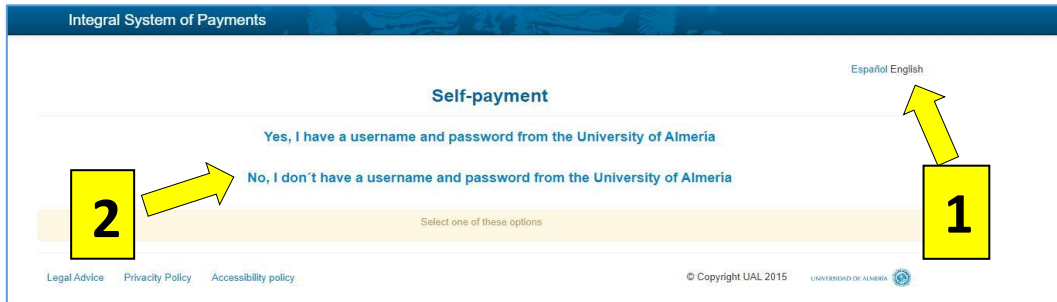


## Registration procedure

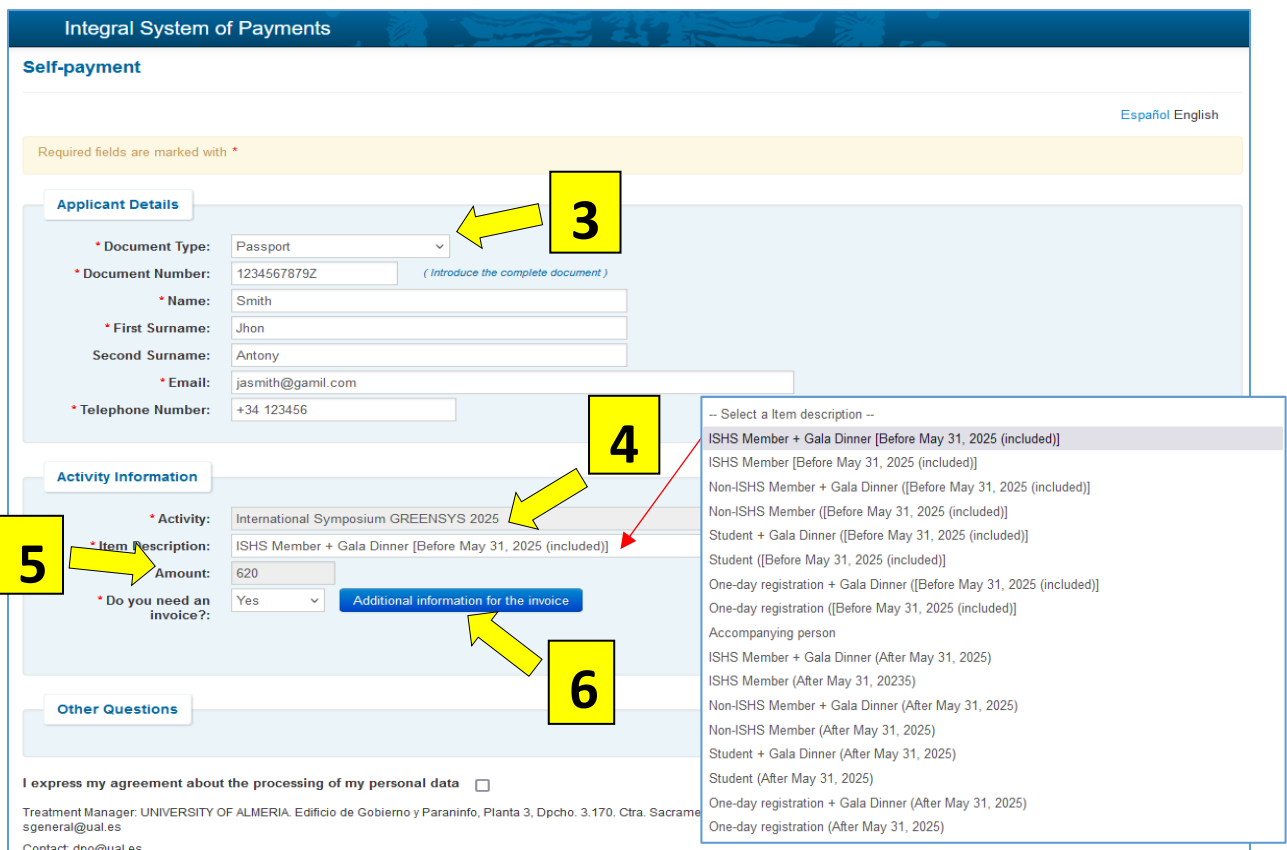
Registration for the symposium must be done through the platform **Integral System of Payments** of the University of Almería for online payment by credit card:

[https://cvirtual.ual.es/sipUal/web/AutoliquidacionUal.seam?ID\\_UNIDAD=185&ID\\_ACTIVIDAD=559](https://cvirtual.ual.es/sipUal/web/AutoliquidacionUal.seam?ID_UNIDAD=185&ID_ACTIVIDAD=559)

1. First you can choice the **English** language in the upper right corner of the screen.
2. After you need to select one of two options:



3. For the second option (for **non-members of the University of Almería**), introduce your identify document or passport number and your name with the contact data.
4. Select the activity (**International Symposium GREENSYS2025**) and the type of participation (for accompanying person you must repeat a second separate payment procedure). u must repeat a second separate payment procedure).
5. Automatically the amount to be paid should appear in the screen and you can indicate if you need an invoice.



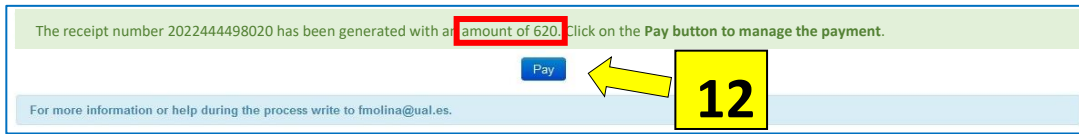


6. If you have selected that you **need an invoice**, you need to include information clicking “**Additional information for the invoice**”. A new screen will be appeared for you to introduce all data corresponding to the applicant, company or University.

7. It is necessary to select a type of address, as the name are in Spanish you can use the general one “**VIA**”.
8. You can include in “**Observations**” other information necessary to appear in your invoice. If you are ISHS Member, please include in this window your **ISHS Membership number**.
9. To finish with the data necessary for the invoice you can “**Accept**”.
10. After you need to select that “**I express my agreement about the processing or my personal data**”.
11. Finally you can **send** the information to the payment system.

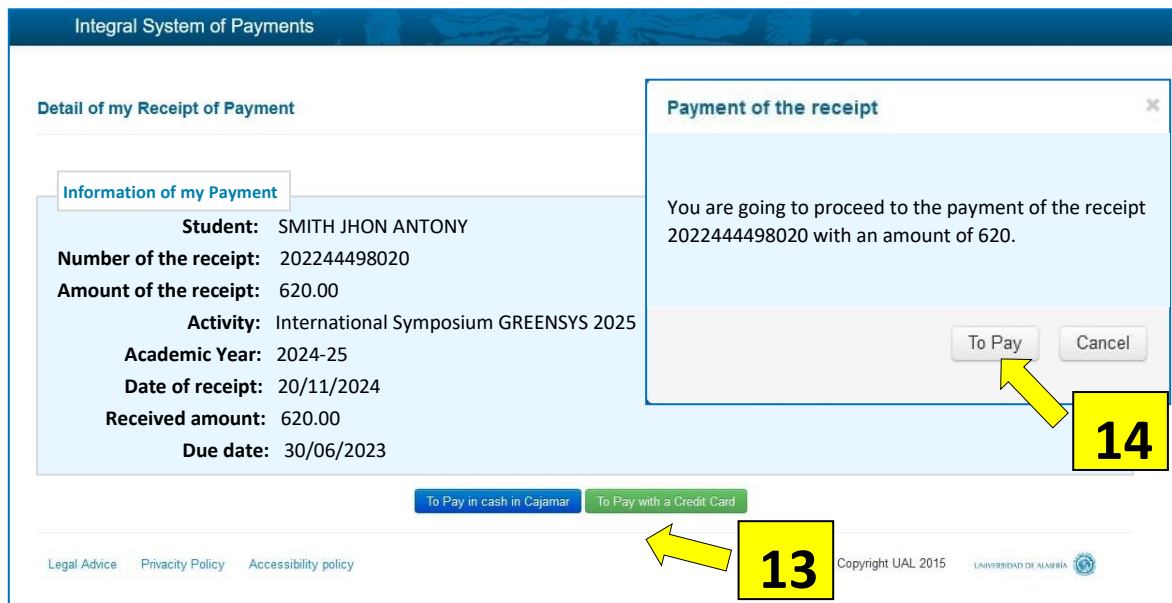


12. You need to click on the **Pay** button to manage the payment after verify that the amount (in euros) is correct.

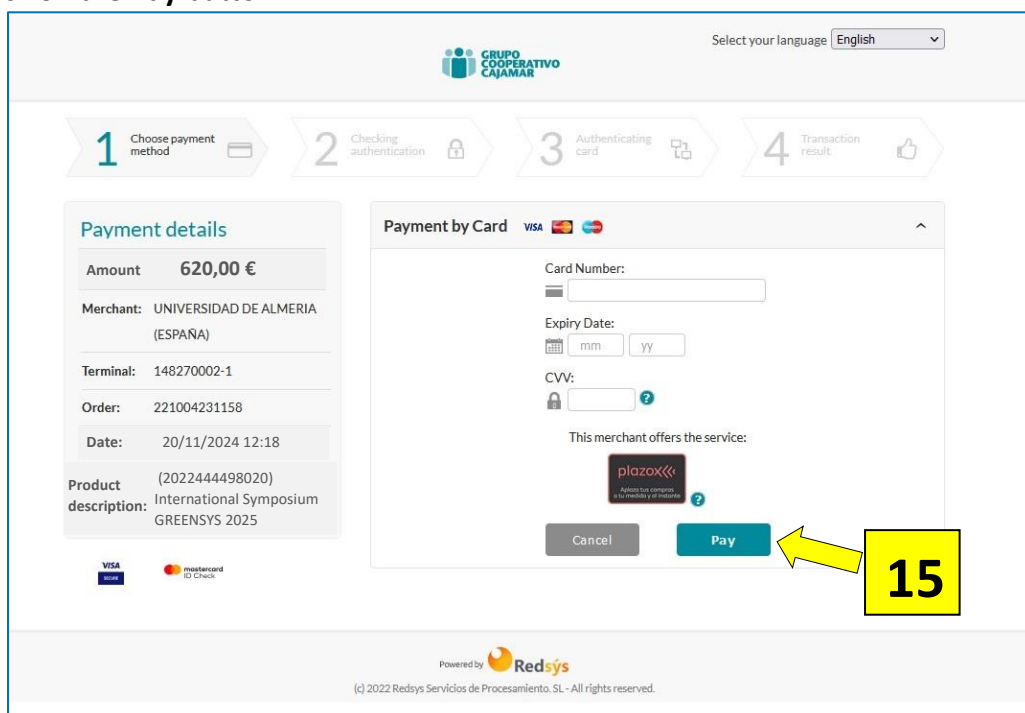


13. You can select **“To Pay with a Credit Card”**.

14. A new window of verification of the amount appear and you need to Click on the **To Pay** button if is correct.



15. A new window or the system of payment Redsys appear. After introduce the data of the card, you need to Click on the **Pay** button.





16. After the payment is authorized by your bank system the final window will appear with an **Authorized operation code** that you need to note or you can print the page.

GRUPO COOPERATIVO CAJAMAR

Select your language English

1 Select payment method

2 Requesting additional information

3 Verifying

4 Transaction result

**Payment details**

Amount: 620,00 €

Merchant: UNIVERSIDAD DE ALMERIA (ESPAÑA)

Terminal: 148270002-1

Order reference number: 221004231158

Date: 20/11/2024 12:18

Product description: (2022444498020) International Symposium GREENSYS 2025

**AUTHORIZED OPERATION WITH CODE: 754537**

Cardholder's name: JHON ANTONY SMITH

Card Number: \*\*\*\*\*1234

Merchant Uri: <https://virtual.ual.es/sipUal/services/NotificacionSIS?wsdl>

Product description: (2022444498020) International Symposium GREENSYS 2025

16 → CONTINUE → 17

17. To finish you need to Click on the **Continue** button and your payment will be automatically send to the Symposium Secretariat.