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: http://cvirtual.ual.es/sipUal/web/AutoliquidacionUal.seam?ID_UNIDAD=155&ID_ACTIVIDAD=521

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- **1**. First you can choose the **English** language in the upper right corner.
- **2**. Select one of two options:

			Español English
	Self-payment		
Yes, I have a	username and password from the Unive	ersity of Almeria	
No, I don't hav	e a username and password from the Ur	niversity of Almería	
	Select one of these options		

3. For the second option (for **non-members of the University of Almeria**), introduce your identify document or passport number and your name with the contact data.

4. Select the activity (*International Symposium on Model for Plant Growth*,...) and the type of participation (for accompanying person you 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.

		Español English
Required fields are marked wit	h*	
Applicant Details		
*Document Type:	Passport ~	
* Document Number:	253648792583 (Introduce the complete document)	
* Name:	Smith	
* First Surname:	Jhon	
Second Surname:		
* Email:	smith@gmail.com	
* Telephone Number:	+4725986321	
Activity Information		4
Activity Information * Activity:	International Symposium on Models for Plant Growth, Environments	s, Farm Mana
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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.

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Data for the Invoice		
* Subject:	O ® Applicant Company / University	
* Please, select the form of sending:	Email to the Applicant Email to the Company Post mail to the Company Post mail to another address	
Additional Data for the	e Invoice	
*Company Nar	me: University of Oica	
* CIF/VAT number of compa	the 5824985K	
Em	nail: smith@gmail.com	
Telephone Numb	ber: 004832286578	
Contact pers	on: Jhon Smiths	
Address	7	
* Type of Address:	VÍA VÍA	
*Address:	Oica Road	
Number:	125	
Stair:	· · · · · · · · · · · · · · · · · · ·	
Floor:	•	
Door:	-	
State/Country:	españa 🗸	
* Province:	ALMERIA 🗸	
* Municipality:		
* Postcode: (04008	
Otros Datos		
Observations:	: You can include here any aditional information to show in the invoice. ISHS Membership number: 25987 9	
		cepi

7. It is necessary to select the type of address. The names 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, click "Accept".

10. After that, you need to select "I express my agreement about the processing or my personal data".

11. Finally you can send the information to the payement system.

l express m	y agreement about the processing of my personal data
Treatment Ma	nager: UNIVERSITY OF ALMERIA, Edificio de Gobierno y Paraninfo, Planta 3, Dpcho. 3,170. Ctra. Sacramento s/n, La Cañada de San Urbano. CP 04120 Almeria. Tíno: 950-015132 - E-mail: sgeneral@ual.es
Contact: dpo(gual es
Purposes or u	ses of the data: manage the payments of the different activities and services that require it provided by the University of Aimeria.
Ferm of conse Administration	vvation: the personal data will be kept by the UNIVERSITY OF ALMERIA, even having finished the contractual relationship of provision of services, within the period of time established by the competent s in the matter, in accordance with the provisions of the educational regulations or for statistical purposes
egitimation:	he data is treated based by express consent of this form.
Recipients of	the data: Your data will not be transferred to third parties except in the cases established by law.
Rights: You ca specify which provide a doc	n exercise your rights of access, rectification, deletion, portability, limitation and opposition to the treatment of your data. To exercise the rights way exercise the address indicated above. You must of these rights you request to be address address indicated above. You must also git a representation and deminification document thered.
Also, if you co	nsider your right to personal data protection violated, you may file a claim with the Spanish Agency for Data Protyction Line 111
For more	information or help during the process write to fmolina@ual.es.

12. You need to click on the **Pay** button to manage the payement after verifying that the amount is correct.

The receipt number 2022444498020 has been generated with a amount of 500. (Ck on the Pay button to manage the payment.
For more information or help during the process write to fmolina@ual.es.	

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 Pay button if is correct.

Information of my Pay	ment	-
Student:	SMITH JHON	You are going to proceed to the payment of the recei
Number of the receipt:	2022444498020	2022444496020 with amount 500.
Amount of the receipt:	250.00	
Activity:	International Symposium on Models for Plant Growth, Environments, Farm Mana	
Academic Year:	2022-23	To Pay Can
Date of receipt:		
Received amount:		
Due date:	30/06/2023	1

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

-	/ / -			<u>/</u>	
Payment	details	Payment by Card	VISA 🤮 🥽		^
Amount	500,00€		Card Number:		
Merchant: UN	NIVERSIDAD DE ALMERIA		Evning Date:		
(ES	SPAÑA)		mm yy		
Terminal: 14	8270002-1		CVV:		
Order: 22	1004231158		6		
Date: 04	/10/2022 23:12		This merchant offers the se	rvice:	
(20 Product Syn description: Gr Ma	022444498020)International mposium on Models for Plant owth, Environments, Farm ana		Apleta bat company A future bat company to the end of		
VISA			Cancel	Pay	4 -

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16. After the payement 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.

Select your language English				
1 Select payment = 2	equesting diditional A Verifying C1 4 Transaction result			
Payment details	AUTHORIZED OPERATION WITH CODE: 754537			
Amount 500,00 €	Cardholder's HON SMITH			
Merchant: UNIVERSIDAD DE ALMERIA (ESPAÑA)	Card Number: *********4980			
Terminal: 148270002-1	Merchant Url: https://cvirtual.ual.es /sipUal/services			
Order reference number: 221004231158	Product (2022444498020)International Symposium on Models for Plant Growth, description: Environments, Farm Mana			
Date: 04/10/2022 23:12				
(2022444498020)International Product Symposium on Models for Plant description: Growth, Environments, Farm Mana	16 CONTINUE			

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