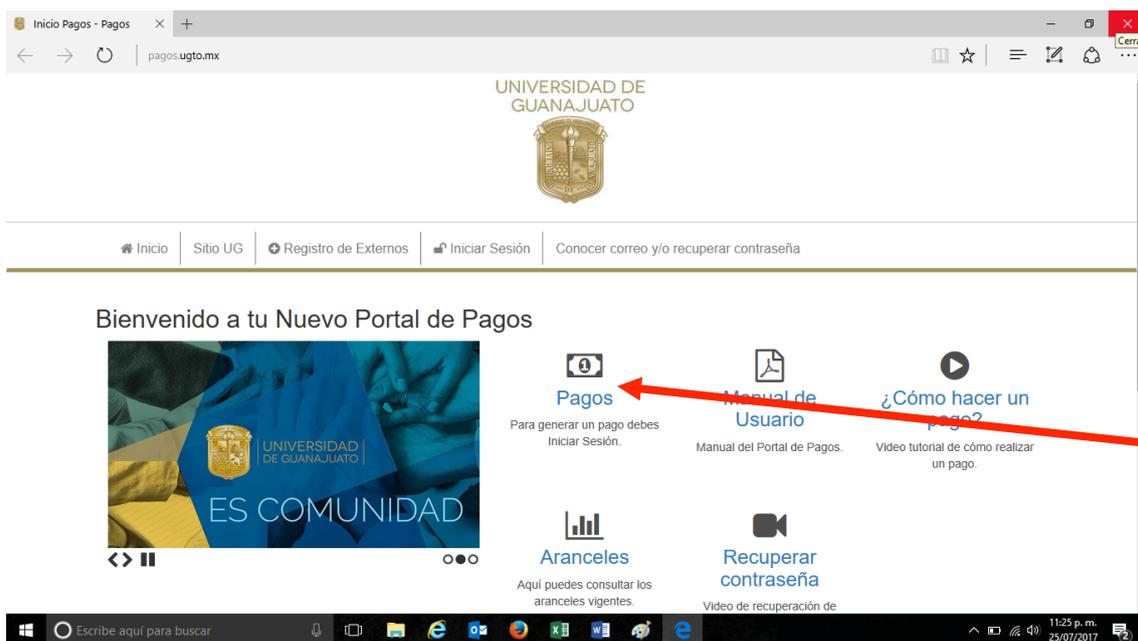


INSTRUCTION FOR PAYMENT OF “5th Latin-American Congress of Photocatalysis, Photoelectrochemistry and Photobiology”.

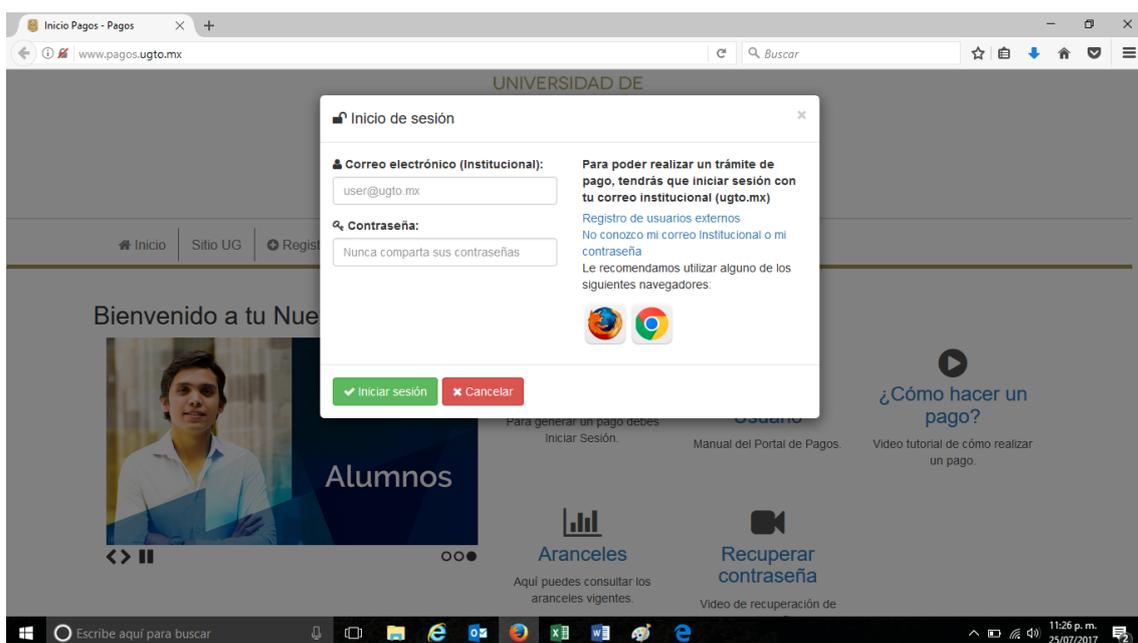
The following information describes the procedure so that you can make payment of your participation on the congress.

You must first access the payment platform www.pagos.ugto.mx.

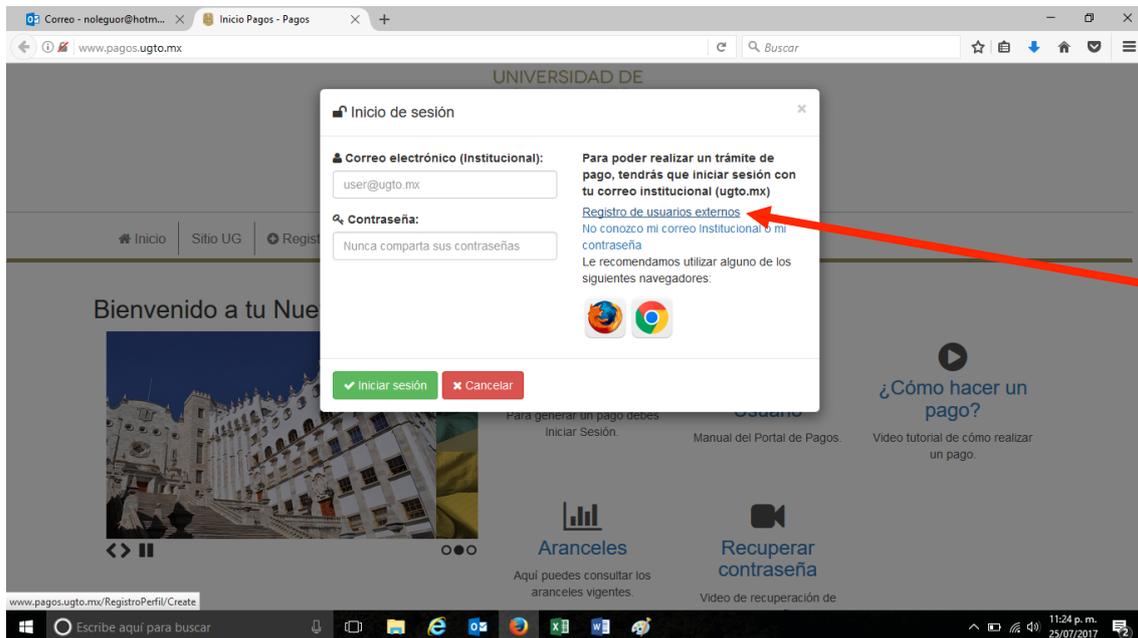
And click on **PAGOS**.



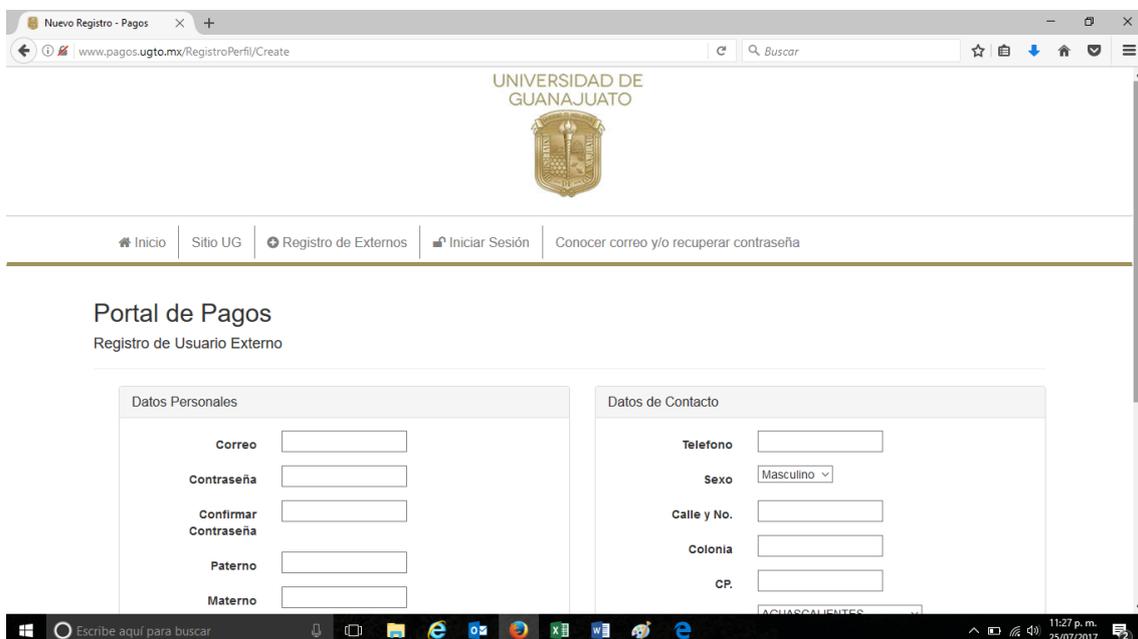
The following window will appear to start the session. (Inicio de sesión)



If you are an employee or student of the University of Guanajuato you can enter with your email and key institutional; If not, you will have to register as an external user by clicking on the arrow below.



You must capture the requested information.
You can capture any of your email accounts, for example @ hotmail.com, @ outlook.com, @ gmail.com, etc.



Once you register, you will receive a notification to the email indicated in your capture to validate the account.

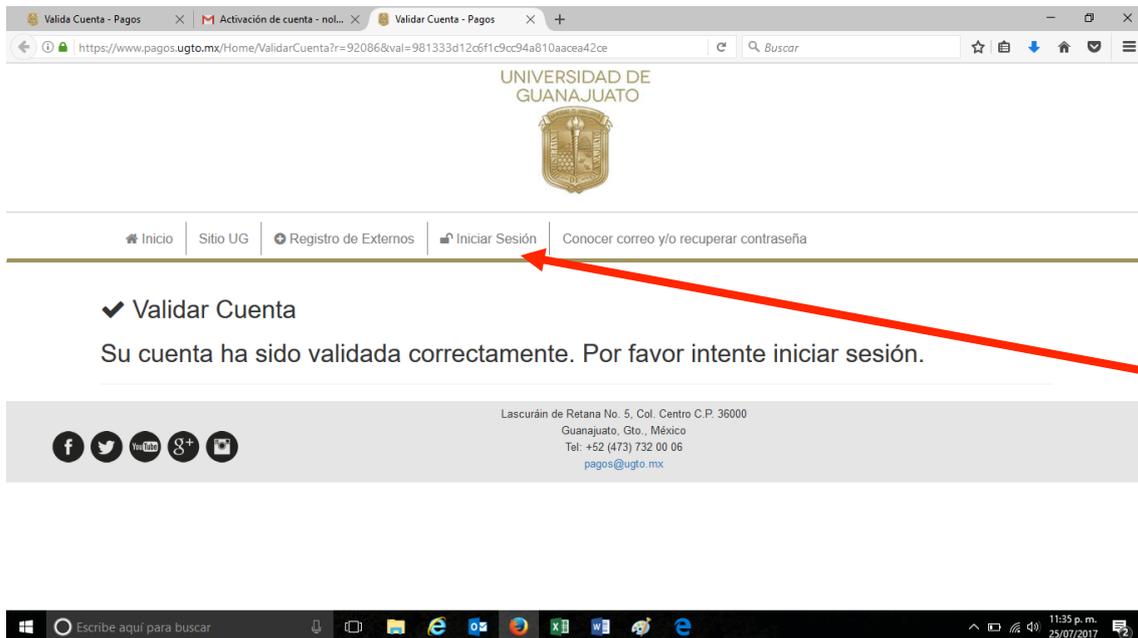


To your mail you will get a direct link and a browser address to access the payment platform (For example: this would be the contents of the registration mail).

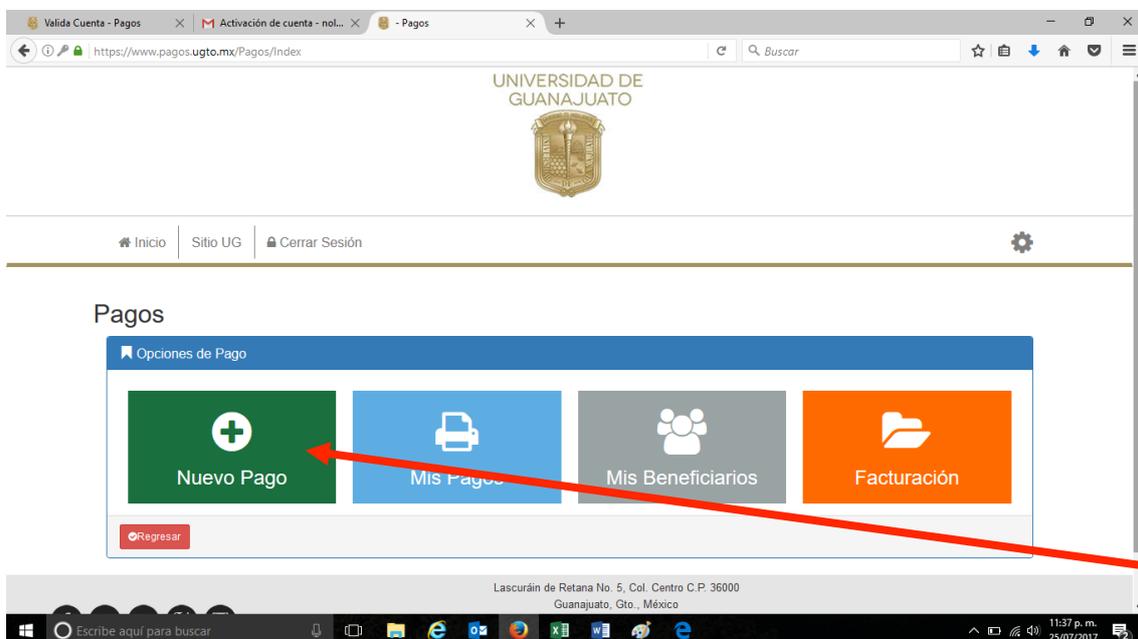


You must click **aquí** as a link to enter to validate your session (Where indicates the arrow).

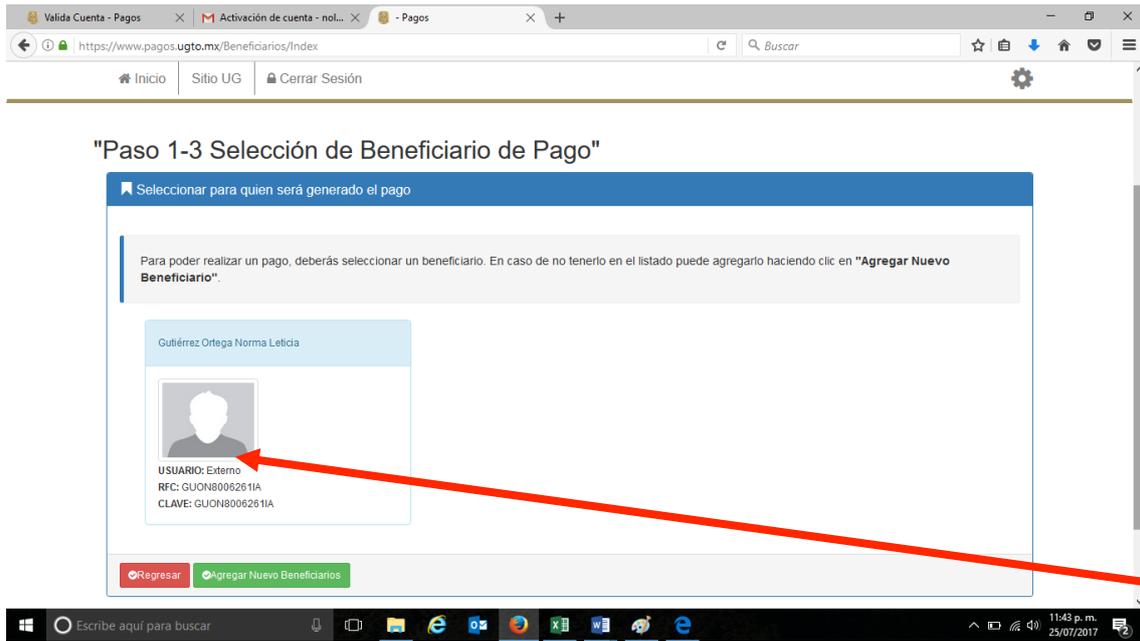
When accessing the link, you will see the payments page, where you must Login with the account created for the payment, Clicking on **Iniciar sesión**, where indicates the arrow.



Once you have logged in, you must click on New payment (**Nuevo pago**).



-Select beneficiary of the payment, that is, click on the box that contains your user data.

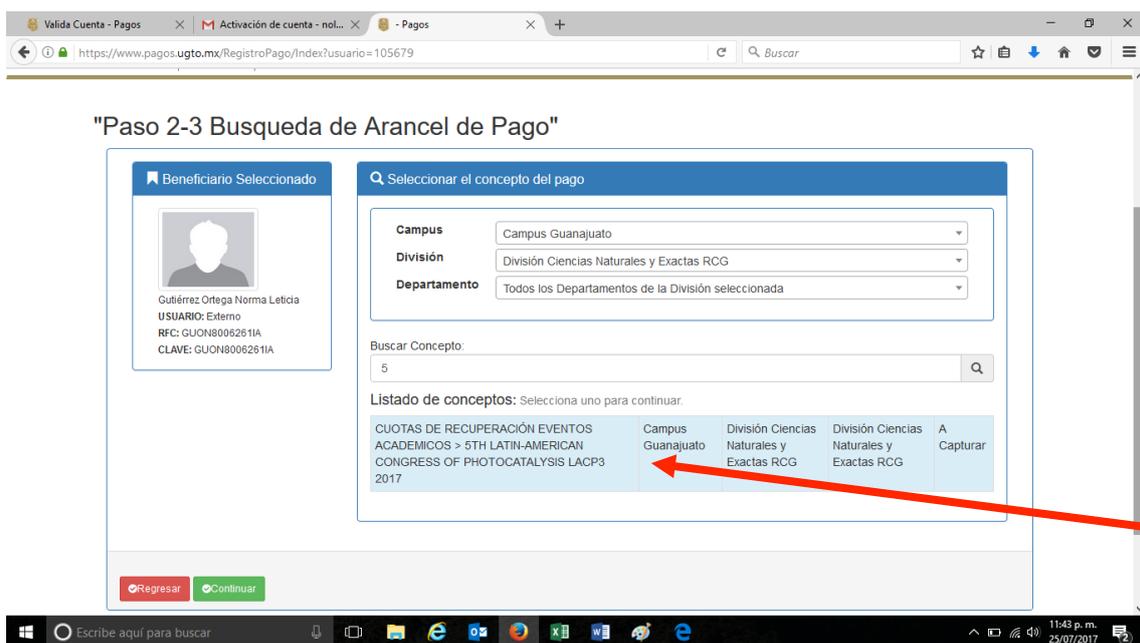


-In the box that appears to the right side, you must select the following data from the drop-down menu:

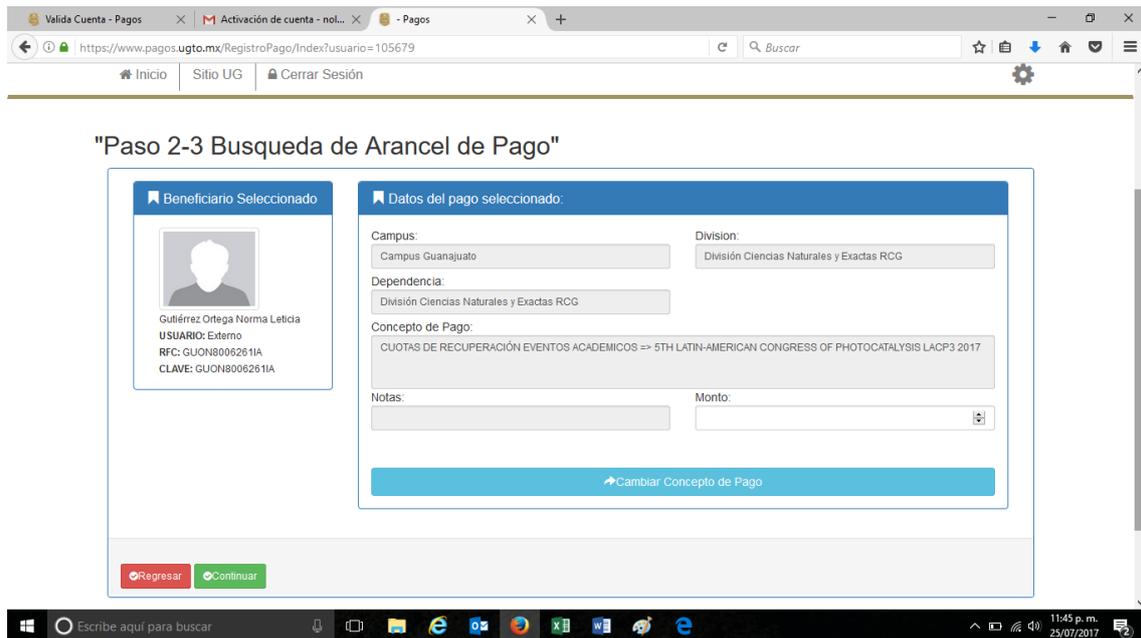
- Select **Campus Guanajuato**.
- Select **División de Ciencias Naturales y Exactas**.
- Select **todos los departamentos de la División**.

In **Buscar concepto**: Write a **5** for the congress data to appear easily: **5th Latin-American Congress of Photocatalysis....**

- Click on the event data highlighted in blue.



There will be a window where you have to register your payment:



You should only indicate in the Notes (**Notas**) the type of registration (if you are a student, regular, companion), and enter the Amount (**Monto**) according to the fee payment that corresponds to you by your type and date of registration.

Refund policy \$1000 MXN (USD)

Pre-Congress School	USD	
	Until August 27	After August 27
Conferences		
Regular Participant	6000 MXN (336 USD)	7000 MXN (392 USD)
Postgraduate students	4000 MXN (224 USD)	5000 MXN (280 USD)
Undergraduate students	2000 MXN (112 USD)	3000 MXN (168 USD)
Accompanying person	2000 MXN (112 USD)	3000 MXN (168 USD)
Trip to San Miguel de Allende	1000 MXN (56 USD)	

Fee includes: Welcome Cocktail, coffee breaks, (3) lunches, transportation Hotel-UGTO-Hotel, closing gala Dinner and LACP3-2017 kit and memories.

* Summer school.

The cost is \$1500 MXN (84 USD) for each course.

There will be a practical session where participants will analyze their own sample.

You can also capture the total amount of fee concepts.

Once the information has been captured, you should continue with the green button of continue (**Continuar**) and Select your payment method or by electronic means.

SELECCIONE METODO DE PAGO

Opción 1:
 --- Pagar con tarjeta.

Opción 2:
 --- Generar formato de pago.

Al dar clic entrarás a una pagina de BANCOMER la cual cuenta con certificado de seguridad.

Al dar clic se generara un archivo pdf con la información necesaria para realizar tu pago en sucursal.

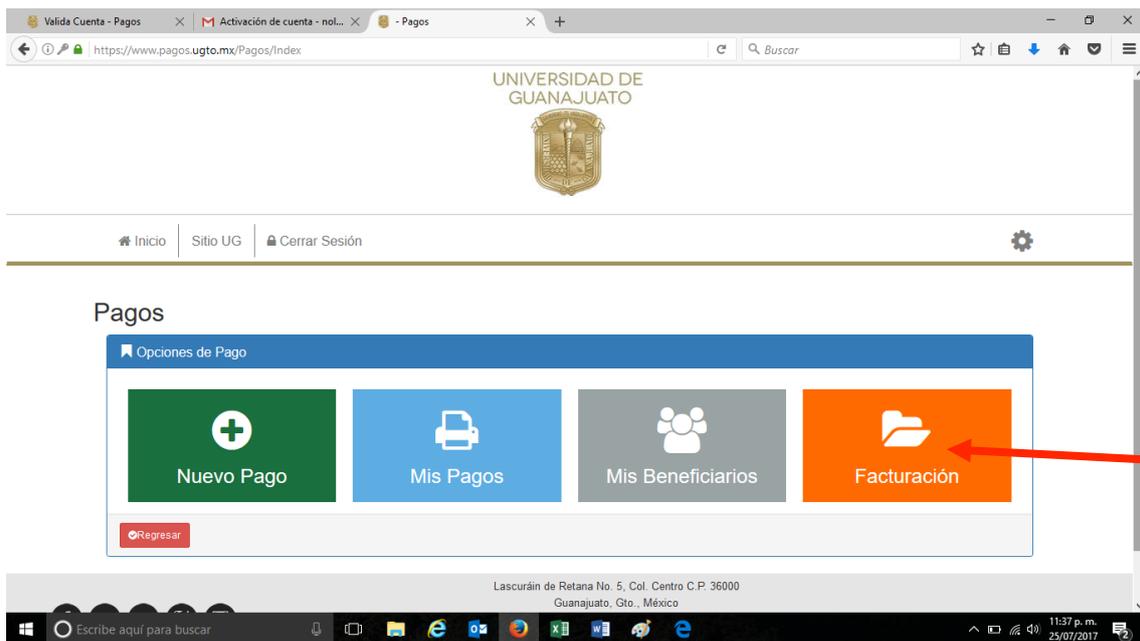
Generar formato de pago

Continue with the online payment process or download the payment and go to the bank.

Done, that would be the process to download your payment format Referenced with unique and unrepeatable line.

It is worth mentioning that if you wish to make several payments, you will have to repeat the process for payment requested.

If you require an invoice, you can request it.



Attached is a video tutorial (in Spanish) of page of payments in file mp4 which is available in the portal of payments and is titled "How to make a payment".