

PARTICIPANT GUIDANCE DOCUMENT

Author Registration and Payment Instructions

Procedure for paper verification via Paper ID and secure online fee settlement.

Dear Author: This guide outlines the official steps required to verify your accepted paper on the CONTIE 2026 payment platform and complete registration. Having your **Paper ID** from EasyChair is required.

1. Access to the Official Payment Portal

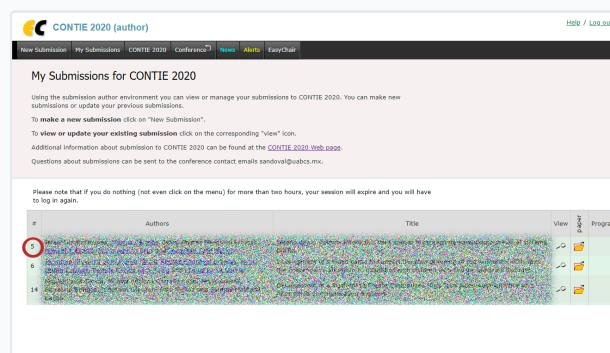
Access the portal at: <https://payments.ritie.net/> or by clicking *FOR AUTHORS* in the conference header menu.

Author registration covers:

- Official Certificate of Attendance for the attending author.
- Certificate of Publication for all registered co-authors.
- Official Certificate of Presentation for the speaker.
- Full access to keynote sessions, technical tracks, and workshops.

2. Finding Your Paper ID in EasyChair

Log in to **EasyChair** as an author and navigate to "*My Submissions*". Your Paper ID is the number shown in the first column (#):



#	Authors	Title	View	Paper	Program
5	...	...	...	...	...
6	...	...	...	...	...
14	...	...	...	...	...

Figure 1: Column '#' identifies your Paper ID in EasyChair.

3. Searching and Verifying Your Paper

In the main **ARE YOU THE FIRST AUTHOR?** section:

1. Enter your paper number in the "*Enter author ID*" field.
2. (Optional) Enter the first author's surname.
3. Click the **Search** button.

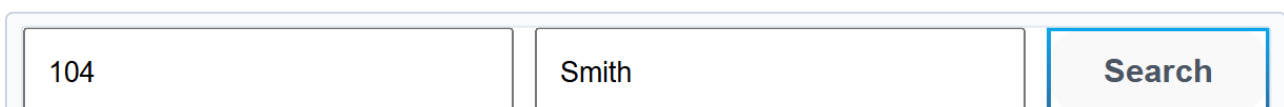


Figure 2: Real portal search bar with Paper ID, surname fields, and official Search button.

4. Fee Breakdown and "Go to payment"

The system queries the database and displays verification tables along with the payment button:

- **Registered Articles:** Paper ID, first author, paper title, and registration fee.
- **Related Authors:** Co-authors, institutional emails, and submission date.

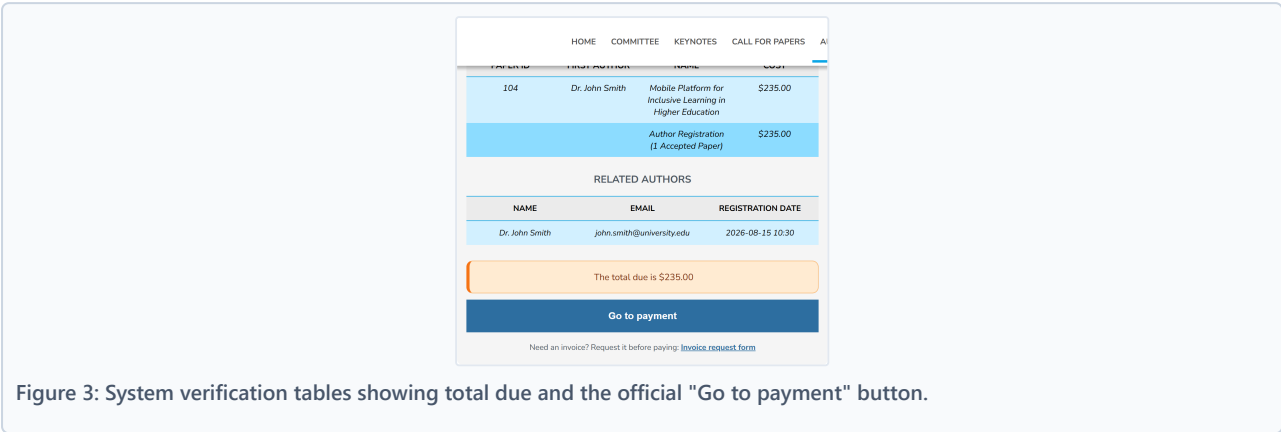


Figure 3: System verification tables showing total due and the official "Go to payment" button.

REGISTRATION FEE	DESCRIPTION	OFFICIAL AMOUNT
Author Registration (CONTIE 2026)	Includes rights for 1 accepted paper, proceedings, and certificates	\$235.00 USD

Clicking **Go to payment** securely directs you to the host university payment gateway (SIIA UABCS) for credit or debit card processing (Visa / Mastercard).

Mexican Tax Invoice Notice (CFDI)

Participants requiring a formal Mexican fiscal invoice must request it **before completing the payment** using the *Billing Form* link at the bottom of the portal.