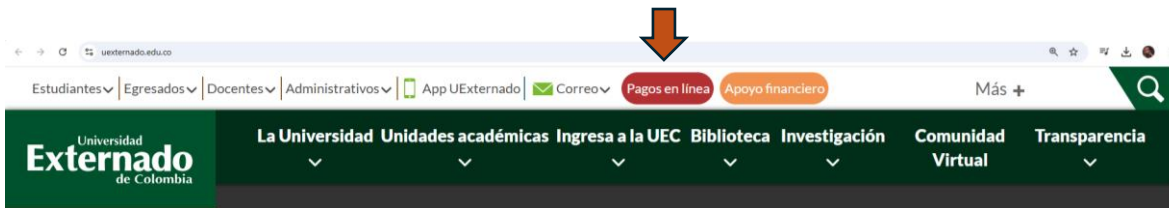


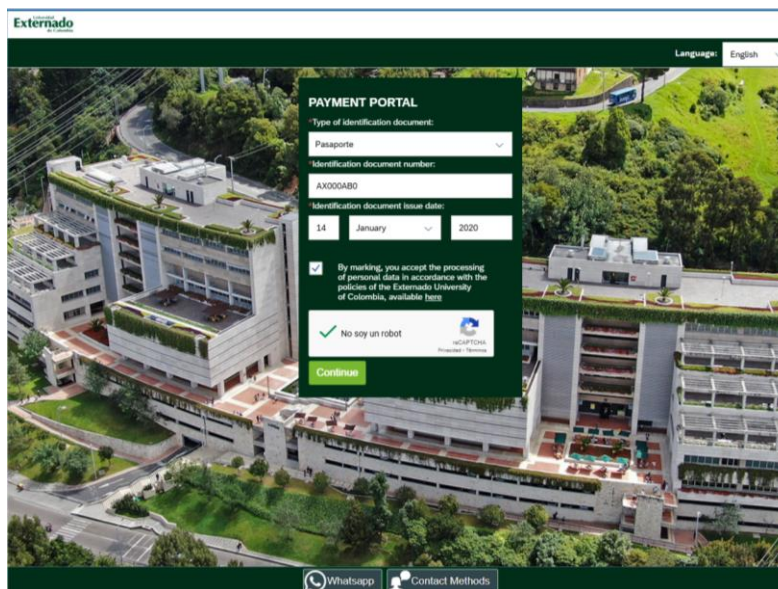
Payment Gateway Instructions - Generation of payment order

XX International Conference on Minority Languages

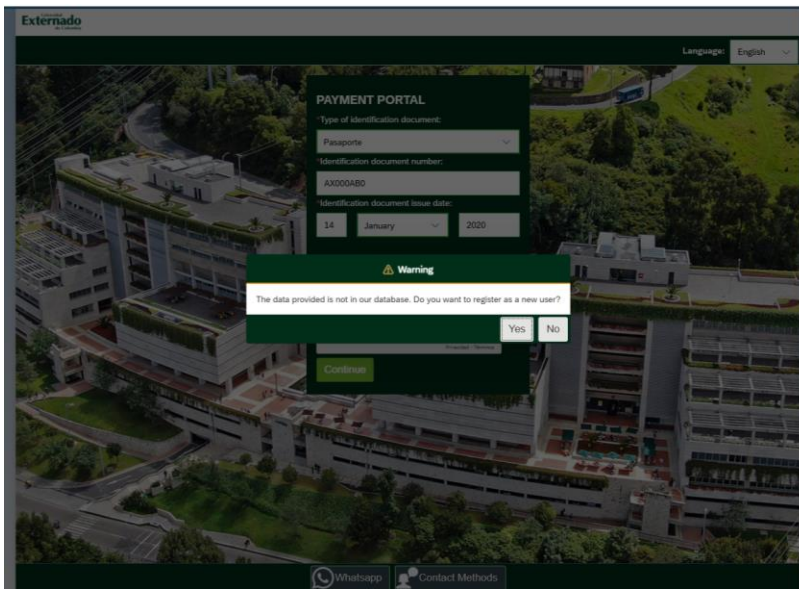
1. Enter URL for Universidad Externado de Colombia: <https://www.uexternado.edu.co/> and choose the “Pagos en línea” option.



2. After entering the portal, select the version in English and enter the information required. Under document type, choose “**Passport,**” enter your passport number (exactly as it appears on the document), and add the date of issue. Click on the consent button for processing personal data and press “**Continue.**”

A screenshot of the 'PAYMENT PORTAL' form on the Universidad Externado de Colombia website. The form is overlaid on a background image of a modern building. The form fields include: 'Type of identification document:' with a dropdown menu set to 'Passaporte'; 'Identification document number:' with a text input field containing 'AX000AB0'; 'Identification document issue date:' with a date picker set to '14 January 2020'. Below the form, there is a checkbox for 'By marking, you accept the processing of personal data in accordance with the policies of the Externado University of Colombia, available here', which is checked. There is also a 'No soy un robot' checkbox with a CAPTCHA icon. A green 'Continue' button is at the bottom of the form. The language is set to 'English' in the top right corner. At the bottom of the page, there are links for 'Whatsapp' and 'Contact Methods'.

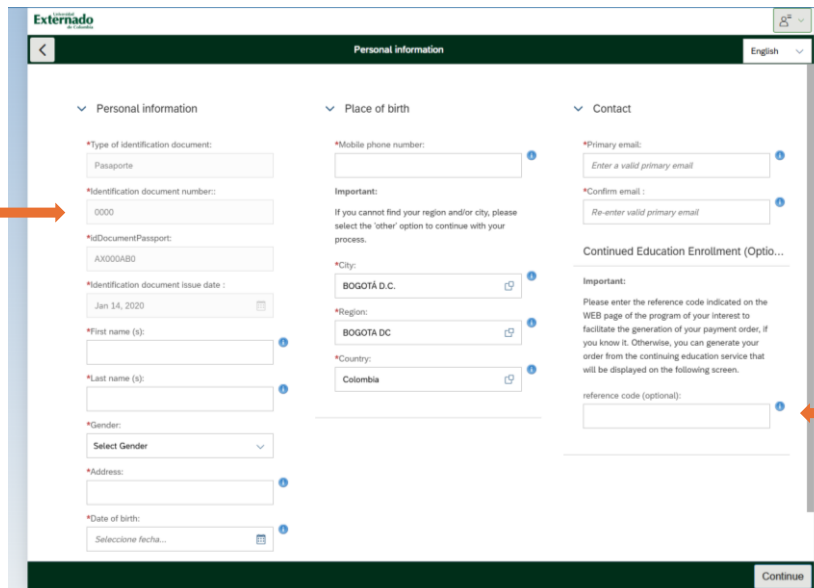
3. The system will then ask if you want like to register as a new user. Please select “Yes.”



The screenshot shows a web browser window with the Externado logo in the top left. The main content area is titled "PAYMENT PORTAL" and contains a form with the following fields: "Type of identification document" (dropdown menu), "Passaporte" (selected), "Identification document number" (text input with "AX000AB0" entered), and "Identification document issue date" (calendar picker showing "14 January 2020"). A green "Warning" box is overlaid on the form, containing the text: "The data provided is not in our database. Do you want to register as a new user?" with "Yes" and "No" buttons. A "Continue" button is visible below the warning box. At the bottom of the page, there are links for "Whatsapp" and "Contact Methods".

4. Complete the personal information form:

Add your telephone number again here (without the +)

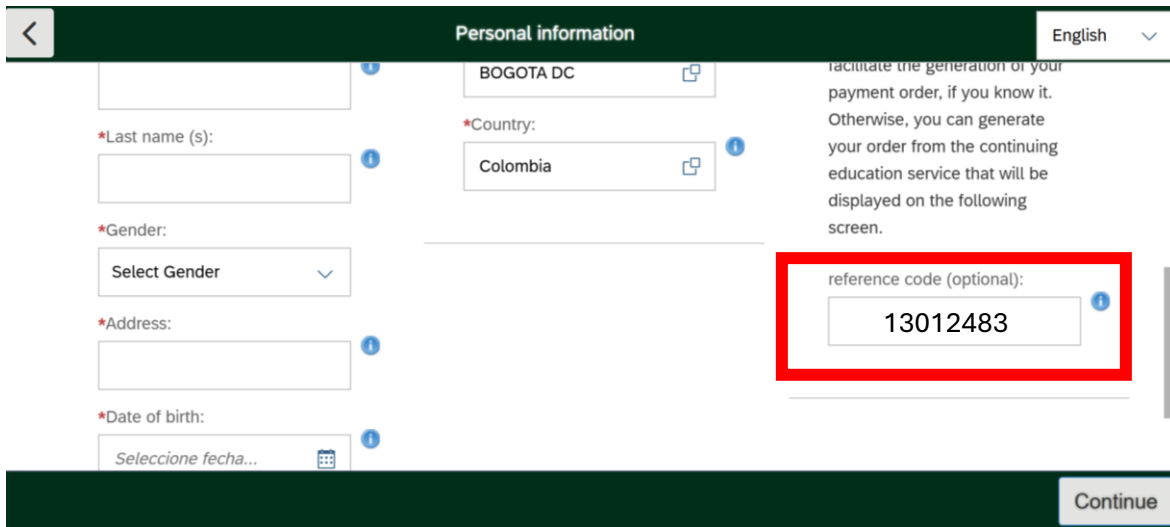


The screenshot shows a web browser window with the Externado logo in the top left. The main content area is titled "Personal information" and contains three columns of form fields. The first column is titled "Personal information" and includes: "Type of identification document" (dropdown menu), "Passaporte" (selected), "Identification document number:" (text input with "0000" entered), "IdDocumentPassport:" (text input with "AX000AB0" entered), "Identification document issue date:" (calendar picker showing "Jan 14, 2020"), "First name (s):" (text input), "Last name (s):" (text input), "Gender:" (dropdown menu with "Select Gender" selected), "Address:" (text input), and "Date of birth:" (calendar picker). The second column is titled "Place of birth" and includes: "Mobile phone number:" (text input), "Important:" (text input with "If you cannot find your region and/or city, please select the 'other' option to continue with your process."), "City:" (dropdown menu with "BOGOTÁ D.C." selected), "Region:" (dropdown menu with "BOGOTÁ DC" selected), and "Country:" (dropdown menu with "Colombia" selected). The third column is titled "Contact" and includes: "Primary email:" (text input with "Enter a valid primary email" placeholder), "Confirm email:" (text input with "Re-enter valid primary email" placeholder), "Continued Education Enrollment (Optio...)" (text input), "Important:" (text input with "Please enter the reference code indicated on the WEB page of the program of your interest to facilitate the generation of your payment order, if you know it. Otherwise, you can generate your order from the continuing education service that will be displayed on the following screen."), and "reference code (optional):" (text input). A "Continue" button is visible at the bottom right of the form.

Reference code box.

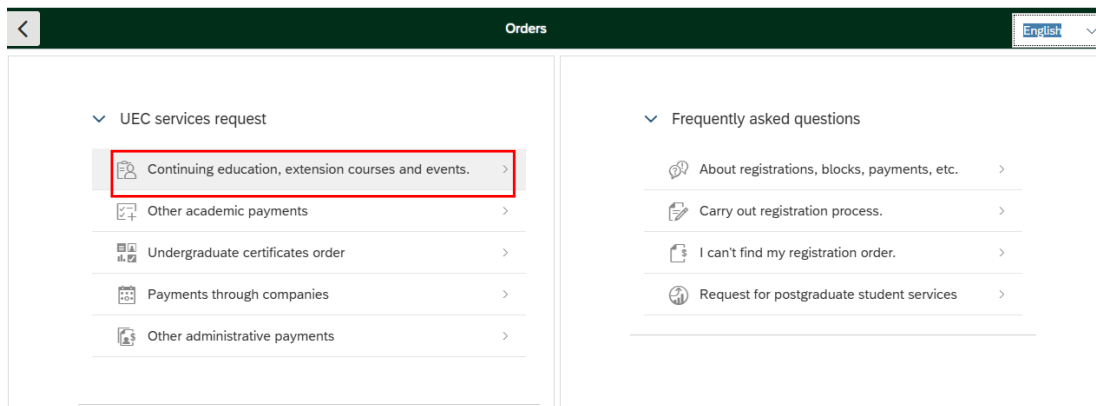


5. In the reference code box enter **13012483** and click “Continue.”



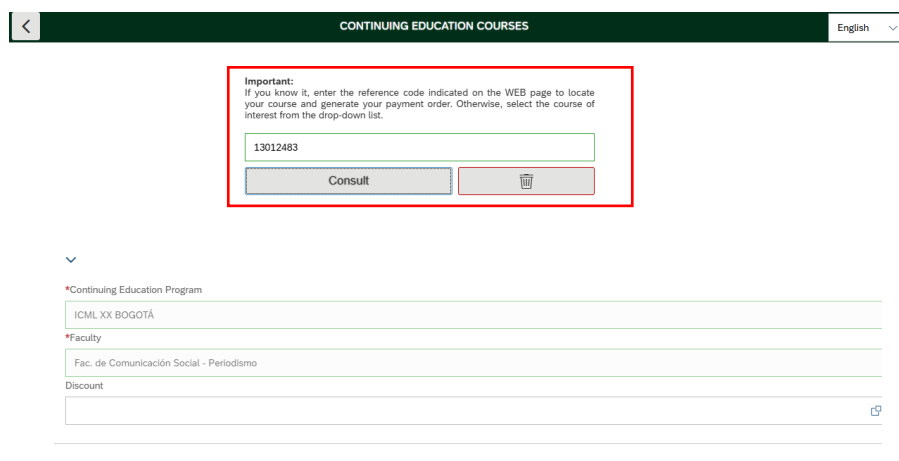
The screenshot shows a 'Personal information' form with the following fields: Bogota DC, Country (Colombia), Last name (s), Gender (Select Gender), Address, and Date of birth (Seleccione fecha...). A 'reference code (optional):' field contains the value '13012483' and is highlighted with a red border. A 'Continue' button is located at the bottom right. A text box on the right side of the form reads: 'facilitate the generation of your payment order, if you know it. Otherwise, you can generate your order from the continuing education service that will be displayed on the following screen.'

6. The system will take you to the following page. Please choose the option for **Continuing education, extension courses and events** under the UEC services request:



The screenshot shows the 'Orders' page with two main sections: 'UEC services request' and 'Frequently asked questions'. Under 'UEC services request', the option 'Continuing education, extension courses and events.' is highlighted with a red border. Other options include 'Other academic payments', 'Undergraduate certificates order', 'Payments through companies', and 'Other administrative payments'. The 'Frequently asked questions' section includes: 'About registrations, blocks, payments, etc.', 'Carry out registration process.', 'I can't find my registration order.', and 'Request for postgraduate student services'.

7. Enter the Conference reference code **13012483** and click “**Consult**”. The information about the Conference will appear:



CONTINUING EDUCATION COURSES English

Important:
If you know it, enter the reference code indicated on the WEB page to locate your course and generate your payment order. Otherwise, select the course of interest from the drop-down list.

13012483

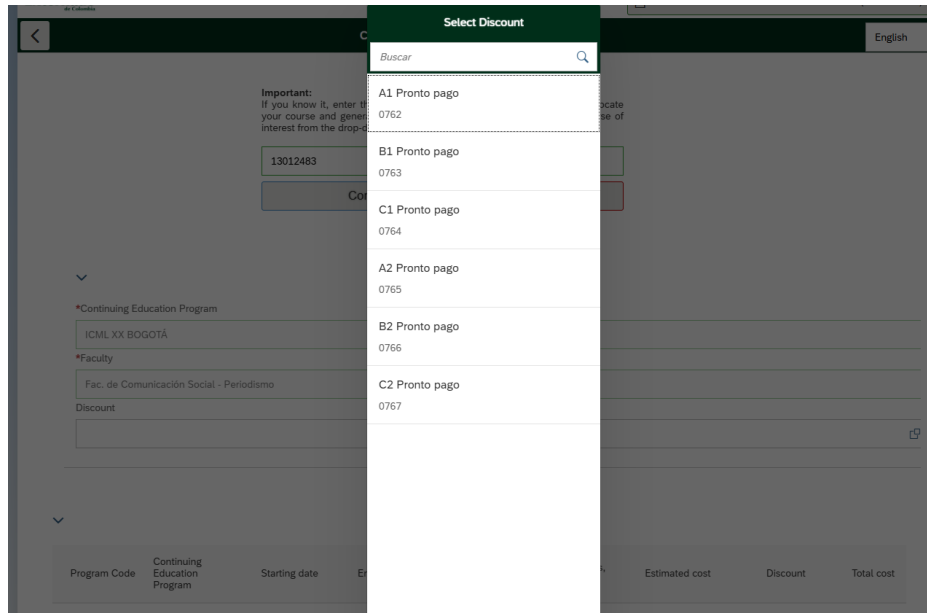
Consult

*Continuing Education Program
 ICML XX BOGOTÁ
 *Faculty
 Fac. de Comunicación Social - Periodismo
 Discount

8. Choose the applicable type of registration fee and click “Continue”:
 Note: Please note the discount that applies depending on the country of origin and the type of participant. Example: **South Africa (B) Professor (1) = B1**

Country	Type of Participant
A - High-income economies	1- Academic (Professor or Researcher)
B - Middle-income economies	2- Student (Master's or Doctorate)
C- Low-income economies	





Select Discount

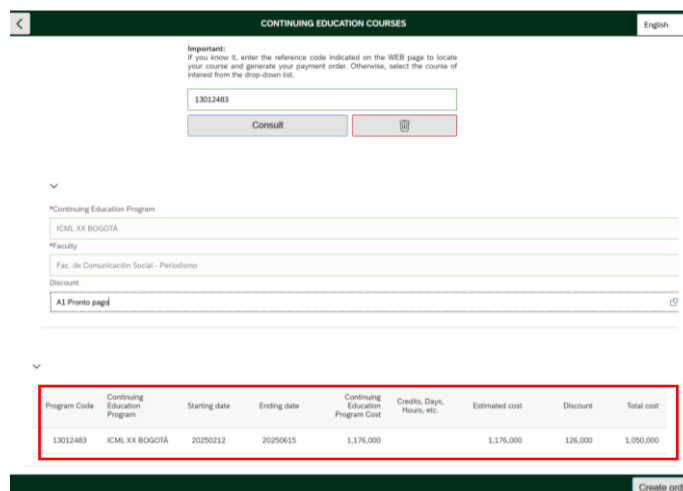
Buscar

- A1 Pronto pago 0762
- B1 Pronto pago 0763
- C1 Pronto pago 0764
- A2 Pronto pago 0765
- B2 Pronto pago 0766
- C2 Pronto pago 0767

*See the list of countries to which it belongs

<https://www.uexternado.edu.co/wp-content/uploads/2024/11/Lista-de-pai%CC%81ses.pdf>

9. The system will automatically generate the order for the corresponding registration fee in Colombian pesos. Choose **“Create Order”** to generate the invoice:



CONTINUING EDUCATION COURSES English

Important:
If you know it, enter the reference code indicated on the WEB page to locate your course and generate your payment order. Otherwise, select the course of interest from the drop-down list.

13012483

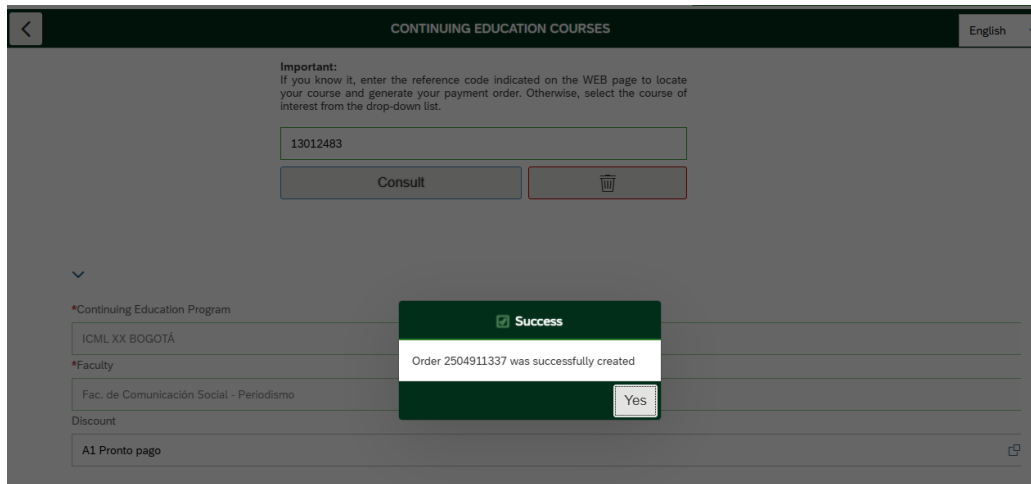
*Continuing Education Program
ICML XX BOGOTÁ

*Faculty
Fac. de Comunicación Social - Periodismo

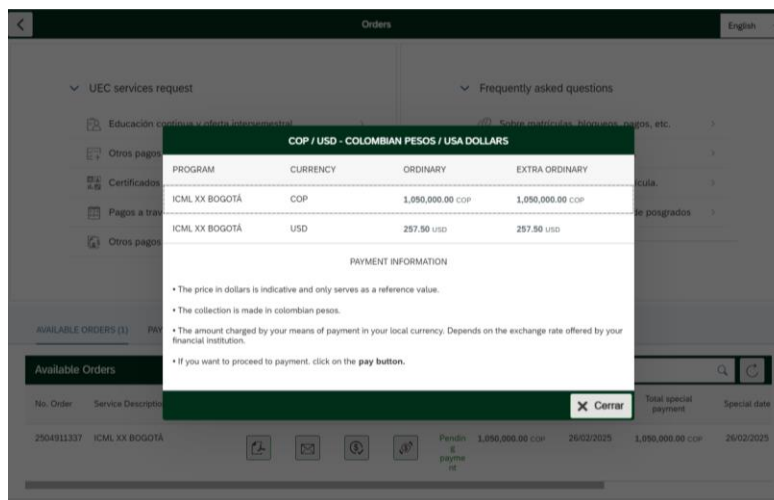
Discount
A1 Pronto pago

Program Code	Continuing Education Program	Starting date	Ending date	Continuing Education Program Cost	Credits, Days, Hours, etc.	Estimated cost	Discount	Total cost
13012483	ICML XX BOGOTÁ	20250212	20250615	1,176,000		1,176,000	126,000	1,050,000

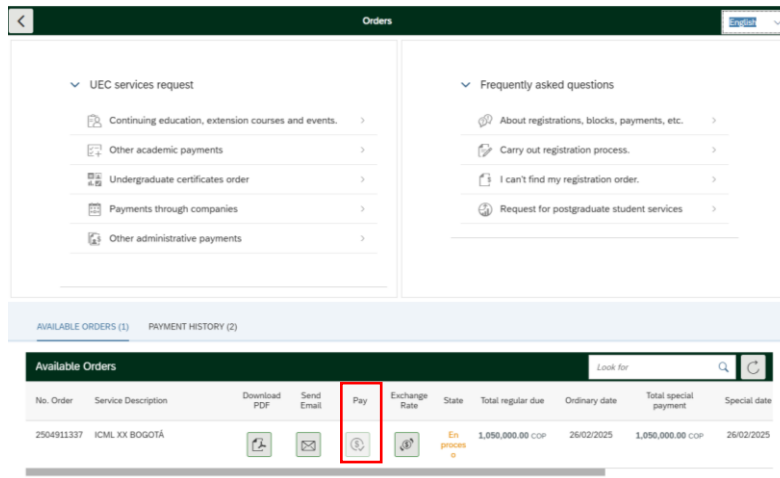
10. The system will confirm the creation of the invoice order. If you are sure, click **“Yes”** and continue:



11. Then, the payment order will appear. The fee will be in Colombian pesos. To verify the applicable exchange rate and estimated amount to be paid in US dollars, choose **Exchange Rate** to see the RMR (Representative Market Rate):



12. To make the payment, choose **Pay**, and the system will lead you to another page (make sure you have enabled pop-up windows) where you will be able to make a credit card payment under **Pagar con tarjeta**:



The screenshot shows the 'Orders' page with two columns of links: 'UEC services request' and 'Frequently asked questions'. Below these is a table of 'Available Orders' with one entry highlighted. The 'Pay' button in the 'Available Orders' table is highlighted with a red box.

No. Order	Service Description	Download PDF	Send Email	Pay	Exchange Rate	State	Total regular due	Ordinary date	Total special payment	Special date
2504911337	ICML XX BOGOTÁ					En process	1,050,000.00 COP	26/02/2025	1,050,000.00 COP	26/02/2025

Detalles de tu compra

Nombre Apellido

Correo electrónico Número de referencia

Descripción Moneda Valor de la compra

\$ 1.050.000,00 COP

Métodos de pago

* PSE is a payment method for Colombian bank accounts only

13. If you require the invoice order in PDF format you may download it or send it to your email address.
14. After completing the payment process, please send your proof of payment to the following email address: icml2025@uexternado.edu.co

