REGISTRATION GUIDELINES OF ICEI 2020

1. Open Browser (Crome, Mozilla, etc) type ICEI 2020
   http://icei.conference.unesa.ac.id on address bar browser.
2. Click SUBMISSION SYSTEM menu on ICEI 2020 website
3. Next, click Register
4. Then, it will be directed to the registration form as shown below. Fill in all the required information needed. Don’t forget to identify yourself as a Reader or an Author. After it is completed, click Create button.

*) = required information
5. Check the notification of the ICEI registration in your email. In order to activate your account, you have to click on the link or copy and paste the link into your browser to verify your account.

6. After the email verification, the registration will be fully complete.

Should you find any problems, contact ICEI 2020 support team.
FORGET PASSWORD OF ICEI

1. Open (Crome, Mozilla, dll) and type ICEI
   [http://icei.conference.unesa.ac.id/](http://icei.conference.unesa.ac.id/) on address bar of browser.

2. Select SUBMISSION SYSTEM menu on ICEI 2020 website then click Login.

3. On the login page, click the “forgot your password?”
4. Type your email address then click **Reset Password** button.

5. Open your email, you will see the notification to reset password and click the **link** to reset the password.

6. After clicking the link, there will be an email notification containing your **username** and **password** to log in website of **ICEI 2020**
1. Open browser (Chrome, Mozilla, dll) and type **ICEI**
   [http://icei.conference.unesa.ac.id/](http://icei.conference.unesa.ac.id/) on address bar of browser.
2. Select SUBMISSION SYSTEM menu on ICEI 2020 website.
3. Then click Login.

4. Enter username and password on relevant column and then click LOG IN.

5. If it is successful, then you will be directed to user interface as shown below.
1. After log in user interface, select **New Submission** menu

2. Choose one of predetermined **topics**, put check mark on several points on system and click **SAVE** and **CONTINUE** as shown below
4. In case there are more than one author, click add author and fill data of second author

5. Type the article title and the abstract to upload then click save and continue
6. Then click **Choose File** and find your article and then click **Upload**. Wait for a moment until the upload process is completed then click **SAVE** and **CONTINUE**.

7. The Last step will be re-checking your uploaded file. If it is correct, then click **FINISH SUBMISSION**. However, in case there is more files to upload then click **UPLOAD SUPPLEMENTARY FILES** and back to step 6.

8. Congratulation! Your article has been successfully uploaded and please wait for **REVIEW** process.

*) In case you find problem in sending the article, feel free to contact our support team as follows:

**IT support ICEI 2020 team:**
Syahidul Haq: +62 856-4979-9995 or Nunuk Hariyati: +62 852-3403-6999