

# ISCRAMmed-2017 Registration: Payment Process

## STEP 1

In your browser type [www.easypay.gr](http://www.easypay.gr).

The browser will display the following page.

Select **“New User? Sign Up”**.

The screenshot shows the easypay.gr website. At the top left is the 'easy pay' logo. The top right shows the date 'Monday, 13 March 2017'. On the left is a 'Login' form with fields for 'Email:' and 'Password:'. Below the login form is a red circle around the text 'New User? Sign Up' and 'Forgot your Password?'. In the center is a graphic of a laptop with icons for a house, a car, and a water tap, with a yellow arrow pointing to it. To the right of the graphic is the heading 'Pay your bills online' and the text 'Use any credit, debit or prepaid card'. Below this is a list of bullet points: 'Payments to more than 800 enterprises and organizations', 'Interest free installments on your unified Piraeus Bank credit cards for payments to Public Services', 'You may pay using your winbank web banking account', and 'Simple and fast registration procedure'. A yellow 'Register >' button is below the list. On the right is a 'Transactions Security' section with logos for 'Verified by VISA', 'MasterCard SecureCode', 'Norton PROTECT powered by VeriSign', and 'PCI DSS'. At the bottom left is a 'Payment Categories' list including Insurance, Public Sector, Commercial Enterprises, Energy, Telecommunications, Service Providers, Chambers - Associations, Tourism - Transportation, Water Supply, and New Payments. Below the categories is a search bar labeled 'Find Payment' with a magnifying glass icon. At the bottom center, there are two sections: 'Instant issuance and payment of e-Administrative Fee' and 'Pay your obligations using interest free installments on your credit card!'. The first section includes a paragraph about issuing administrative fees electronically. The second section includes a paragraph about using credit cards for interest-free installments.

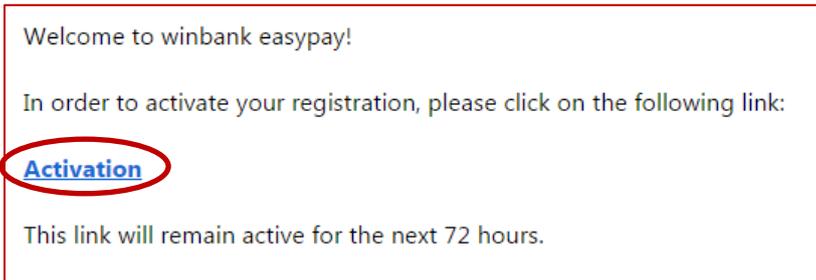
## STEP 2

Your browser will display the following form. Fill the form and make sure to check the two boxes in the bottom of the page. Then press the **“Registration”** button.

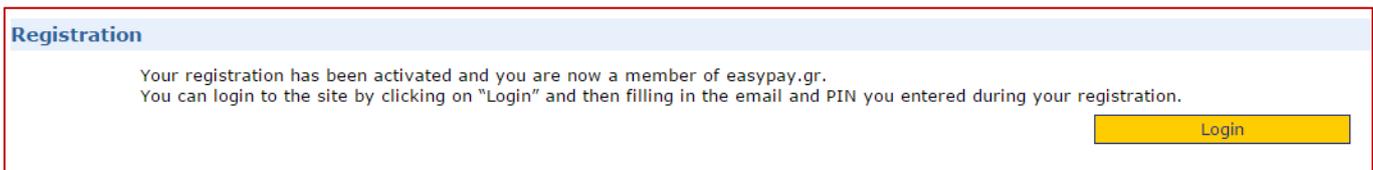
The screenshot shows the registration form on easypay.gr. The URL is <https://www.easypay.gr/PaymentsRegister.asp?lang=2>. The form is titled 'Registration' and has a blue header. Below the header is the text 'Welcome to winbank easypay!' and 'Please fill-in the fields here below, in order to activate your registration.' The form contains the following fields: 'Email', 'First Name', 'Surname', 'Mobile Phone', and 'Password'. Below the 'Password' field is a 'Tips:' section with the following text: '8 to 50 characters, no logical series of characters (i.e. 123456a, abcdef7), no series of same characters (i.e. nnnnnn2m aaaaaa7), none of the following characters: ', &, <, >, %'. Below the tips is a 'Re-enter Password' field. To the right of the 'Re-enter Password' field is a CAPTCHA image showing the Greek characters 'αζΥερ' and a yellow 'Repeat' button. Below the CAPTCHA is another empty field. Below this field is the text: 'Please fill in the characters you see in the picture. If you cannot make out the characters, please press the "Repeat" button, in order to receive a new picture.' At the bottom of the form are two checkboxes: the first is checked and labeled 'I wish to receive by email the result of my transactions.', the second is unchecked and labeled 'I accept the [Terms Of Use](#)'. At the very bottom is a yellow 'Registration >' button.

### Step 3

You will receive an email from the easypay service, like the one shown below. Please check your inbox for that email and click its **“Activation”** link.

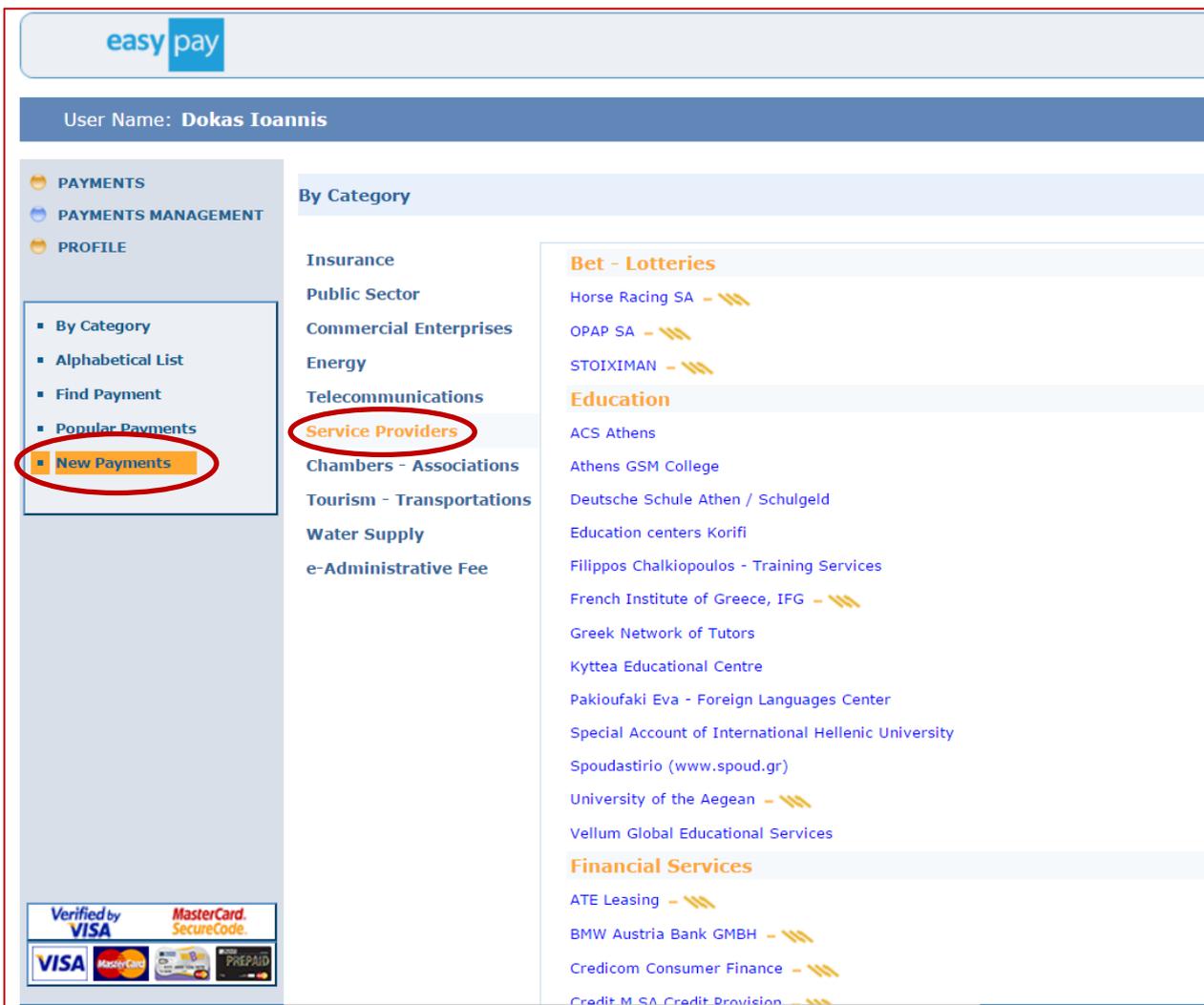


Your browser will display the following message. Press the **“Login”** button and enter your email and your password to enter the easypay services.



### Step 4

From the menu on the left-hand side of the screen select the option **“New Payment”**. From the submenu in the middle of the page select **“Service Providers”**. The right side of the screen will display the available options.



Scroll down the window and select the option “DUTH Special Account for Research Funds”.

The screenshot shows the 'easy pay' interface. At the top, the user name is 'Dokas Ioannis'. The left sidebar contains navigation options: 'PAYMENTS', 'PAYMENTS MANAGEMENT', and 'PROFILE'. Under 'PROFILE', there are sub-options: 'By Category', 'Alphabetical List', 'Find Payment', 'Popular Payments', and 'New Payments'. The main content area is titled 'Security' and lists various security services like 'AT Security - Tsapanidis Bros', 'BML Security', 'Brinks Security Services', etc. Below this is a section for 'Seminars - Conferences' listing various academic events. The option 'DUTH Special Account for Research Funds' is circled in red.

## Step 5

The following form will be shown to you. Choose the pay option “By Card”. (If you have a bank account at the Piraeus Bank you can choose that option too).

Enter the details of your credit card. Then enter your personal details, name, surname etc.. In the text box “Conference Code” you **MUST enter the code “81874”**. This is the unique code of the ISCRAM-med 2017 conference. Then enter the amount for your type of registration.

The screenshot shows the 'easy pay' interface for the 'DUTH Special Account for Research Funds'. The user name is 'Dokas Ioannis'. The page is titled 'Step 1 of 3'. The main heading is 'Please select how you wish to pay:'. There are two radio button options: 'By Card' (which is selected and circled in red) and 'bank account at Piraeus Bank'. Below the 'By Card' option, there are input fields for 'Card Number', 'Expiration Date' (set to 1 2017), 'Cardholder's Full Name', 'Add credit card to Profile with alias', and 'CCV2/CVC2'. There are also input fields for 'Surname', 'Name', 'Conference Code', 'Telephone', 'Email', and 'Address'. A 'Comments' field is at the bottom. The date 'Monday, 13 March 2017' is shown in the top right corner.

PLEASE MAKE SURE TO **ENTER THE CODE "81874"** CORRECTLY IN THE CONFERENCE CODE TEXT BOX (see image below).

The screenshot shows the 'easy pay' payment interface for user 'Dokas Ioannis'. The left sidebar contains navigation options: 'PAYMENTS', 'PAYMENTS MANAGEMENT', and 'PROFILE'. Under 'PAYMENTS', there are sub-options: 'By Category', 'Alphabetical List', 'Find Payment', 'Popular Payments', and 'New Payments'. The main form area has two radio buttons: 'By Card' (selected) and 'bank account at Piraeus Bank'. The 'By Card' section includes fields for 'Card Number', 'Expiration Date' (set to 1/2017), 'Cardholder's Full Name', and 'Add credit card to Profile with alias'. There is also a 'CCV2/CVC2' field with a question mark. Below these are fields for 'Surname', 'Name', 'Conference Code' (containing '81874' and circled in red), 'Telephone', 'Email', 'Address', and 'Comments'. At the bottom, there are radio buttons for 'Receipt' and 'Invoice', and an 'Amount' field set to 'EUR'. A footer note says 'Please select when you wish to pay:'. Logos for 'Verified by VISA' and 'MasterCard SecureCode' are visible at the bottom left.

Press the **"Next" Button** on the bottom of the page to continue with your payment. The service will display the information you entered for validation. Then you will have the options to correct any data or to proceed with your payment.

## Queries

For queries, please contact Dr. Ioannis Dokas (idokas [ a t ] civil.duth.gr)