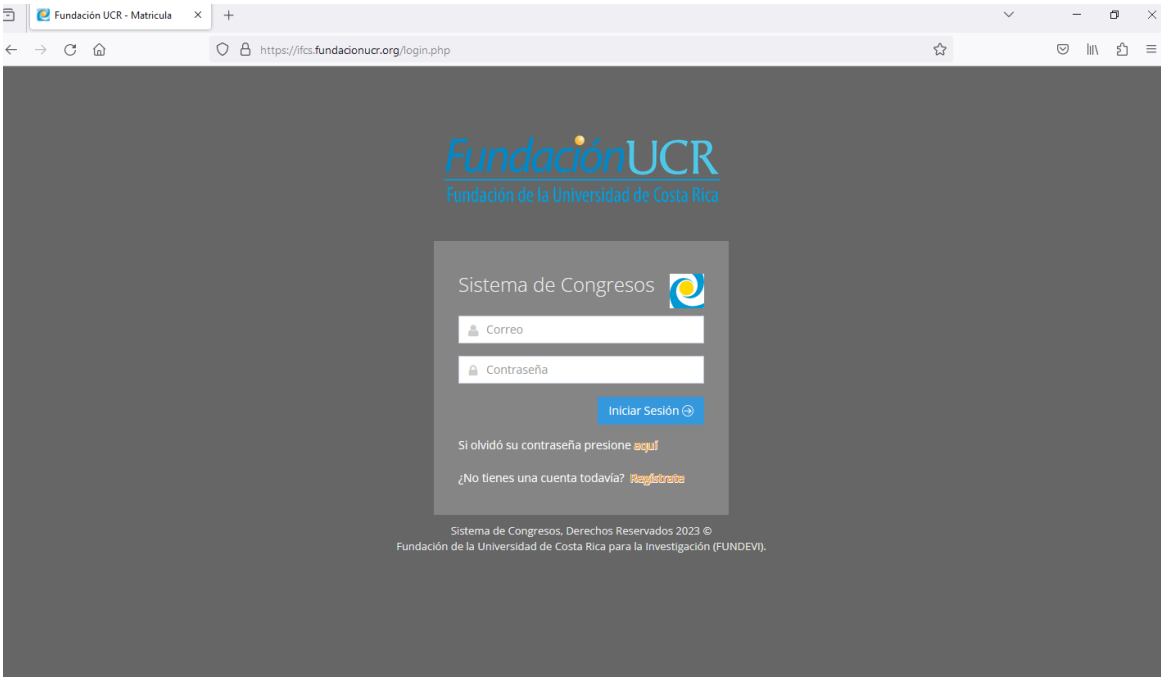


## Process to pay online via Fundación UCR

**Important: If you need the invoices to be in the name of your institution contact [ifcs.cimpa@ucr.ac.cr](mailto:ifcs.cimpa@ucr.ac.cr) as soon as possible.**

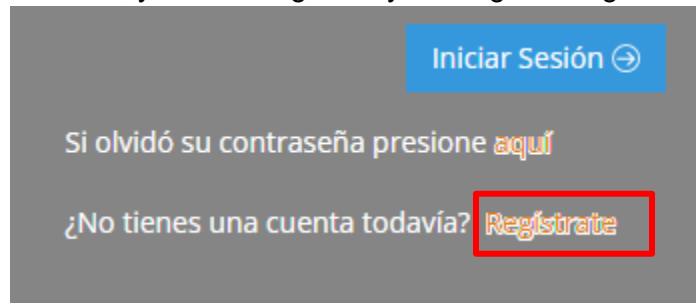
**Otherwise you can follow this guide:**

1. Go to the website <https://ifcs.fundacionucr.org/login.php>:



2. If you already have an account enter your email and password and click on “Iniciar Sesión”
3. After you have logged in you can change the language to English with the button “Inglés”:

4. If you do not have an account, you must register by clicking on “Registrarte”:



5. This will display a form to create an account:

A screenshot of a web browser showing the registration form on the Fundación UCR website. The browser's address bar shows the URL "https://ffcs.fundacionucr.org/register/register.php?lang=es". The page header includes the Fundación UCR logo and language selection buttons for "Español" and "Inglés". The main content area is titled "REGISTRO" and contains a registration form with the following fields: "Tipo de Identificación" (dropdown menu set to "Cédula Nacional"), "Identificación o Pasaporte" (text input), "Nombre" (text input), "Primer Apellido" (text input), "Segundo Apellido" (text input), "Género" (dropdown menu), "Correo" (text input), "Adjuntar Archivo de Identificación" (file upload area with a "Seleccionar" button), and "Grado Académico" (dropdown menu set to "Ph.D"). An "Atrás" button is located in the top right corner of the form area.

6. You can change the language to English with the button “Inglés”:



7. After submitting your information, you will receive an email with your username and password:



Dear: [Redacted]

The Foundation of the UCR welcomes you to the conference system

Login credentials:

Your username is: [Redacted]

Your temporary password is: [Redacted]

Please remember to change your password.

Security warning: If you did not make this request, immediately contact us to phone number

[\(506\) 25116606](tel:(506)25116606)

If you have any questions please contact us by sending an email to [ifcs.cimpa@ucr.ac.cr](mailto:ifcs.cimpa@ucr.ac.cr)

Thank you very much.  
Please do not reply to this email.



8. When you enter for the first time you will have to update your information in the tabs “Personal Info” and “Change Password”:



My Expedient Personal

Home Record Your Orders Contact Us

Review Personal Info

Personal Info

Change Avatar

Change Password

Para continuar con su matrícula debe actualizar sus datos

\* Required Fields

\* ID Type  
Physical

\* Id  
0-1234-5678

\* Name



Review **Personal Info**

- Personal Info
- Change Avatar
- Change Password**

\* Required Fields

\* New Password

\* Re-type New Password

Save

9. In case you forget your password, you can click on “aquí”:

Iniciar Sesión →

Si olvidó su contraseña presione **aquí**

¿No tienes una cuenta todavía? **Regístrate**

10. Then you must type your email and click on “Enviar”:

**Fundación UCR**  
Fundación de la Universidad de Costa Rica

¿Se te olvidó tu contraseña?

Introduzca su dirección de correo electrónico a continuación para restablecer la contraseña.

Correo

Atrás **Enviar**

Sistema de Congresos, Derechos Reservados 2023 ©  
Fundación de la Universidad de Costa Rica para la Investigación (FUNDEVI).

11. Once you have successfully signed in you will see main page:

The screenshot shows the website for Fundación UCR. The main navigation bar includes Home, Record, Your Orders, and Contact Us. The page title is IFCS. Below the navigation bar, there is a section for CONGRESS with a sub-section for International Federation and Classification Societies. A search bar and a dropdown menu showing 10 records are present. The main content is a table with the following data:

Description	Id	Note	Cost	
IFCS members	01	Total cost with tax is 200 dollars	\$ 294,12	<a href="#">Add Cart</a>
Other participants	01	Total cost with tax is 400 dollars	\$ 392,16	<a href="#">Add Cart</a>
Students	01	Total cost with tax is 150 dollars	\$ 147,06	<a href="#">Add Cart</a>

Showing 1 to 3 of 3 entries

12. You can edit your account information by clicking on "Record":

The screenshot shows the Fundación UCR logo and the navigation bar. The 'Record' button is highlighted with a red box.

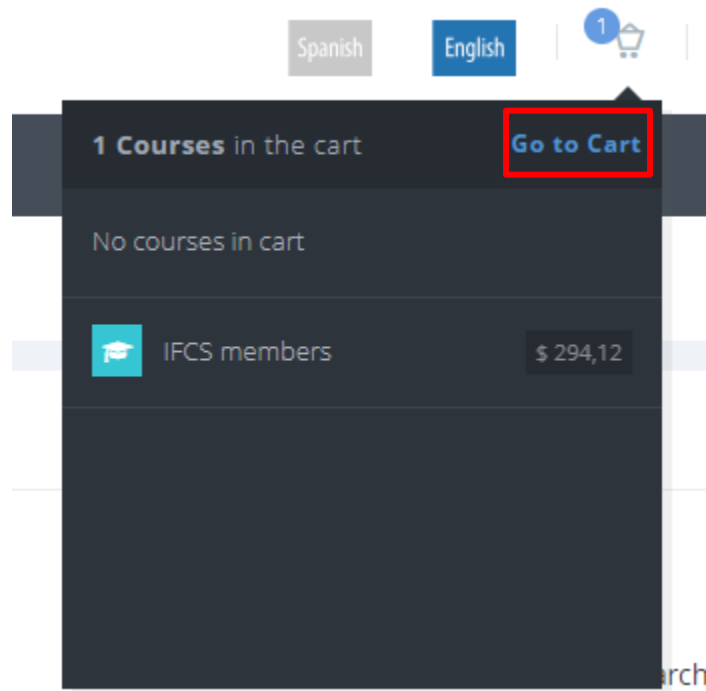
13. To make the payment select the type of participation you are going to pay by clicking "Add Cart". You have 10 minutes to complete the purchase after adding an item to the cart:

The screenshot shows the same table as in step 11, but with the 'Add Cart' buttons highlighted by a red box.

Description	Id	Note	Cost	
IFCS members	01	Total cost with tax is 200 dollars	\$ 294,12	<a href="#">Add Cart</a>
Other participants	01	Total cost with tax is 400 dollars	\$ 392,16	<a href="#">Add Cart</a>
Students	01	Total cost with tax is 150 dollars	\$ 147,06	<a href="#">Add Cart</a>

The screenshot shows a confirmation message: "Course added to cart". Below the message, it says: "The option added to the cart has a 10 minute waiting time, after that time the system will clear your cart". The course details are: "01 - IFCS members" with a cost of "\$ 294,12". At the bottom, there are two buttons: "Go to Cart" and "Continue Shopping".

14. You can see the items in your cart by hovering the cart icon and clicking on "Go to Cart":



Purchase Detail Shopping Cart.



25:34

IFCS

Order Details

Orden #: 9  
Date: Dec 08 2023 06:16 PM  
Total: \$ 299,88  
Payment form: Credit or Debit card

Customer Information

Name:  
Id:  
Email:  
Country:

Shopping Cart

	Description	Id	Cost	Impuesto	Total
	IFCS members	01	\$ 299,88	2.00%	\$ 299,88

SubTotal: \$ 294,00  
Discount: \$ 0,00  
Impuesto: \$ 5,88  
Total: \$ 299,88

#### Suggested Products

Description	Cost
-------------	------


I declare under oath that I meet the option requirements and agree to the Terms and Conditions.

[See terms and conditions](#)

Please accept the Terms and Conditions to continue

[Next con el Pago](#)

15. You can delete items form your cart by clicking the “x” icon:

Shopping Cart						
	Description	Id	Cost	Impuesto		Total
	IFCS members	01	\$ 299,88	2.00%		\$ 299,88

16. To proceed with the purchase, accept the Terms and Conditions and click on the “Next” button:

I declare under oath that I meet the option requirements and agree to the Terms and Conditions.

[See terms and conditions](#)

Please accept the Terms and Conditions to continue

[Next con el Pago](#)

17. You will see a page summarizing the details of the purchase (it is only displayed in Spanish):

IFCS TRAN-2023-3391-01-0000083081

REALIZAR PAGO 24:21

Información para la factura

Cantidad	Descripción	Precio Unitario	Descuento	Impuesto	Subtotal
1,00	Curso: IFCS members.   Grupo: 01 .   Inicio Clases: 27/11/2023 al 30/08/2024.   Ubicación: Ninguno.	\$294,00	\$0,00	\$5,88	\$294,00
Subtotal:					\$294,00
Descuento:					\$0,00
Impuesto:					\$5,88
Total a Pagar :					\$299,88

Total a pagar \$ 299,88


Tarjeta

Titular de la tarjeta

Fecha de vencimiento  CVV

NOMBRE COMPLETO

Solo pagos con:



18. In the section on the right, you must enter your card information:

Tarjeta

Card number:

Titular de la tarjeta

Cardholder:

Fecha de vencimiento

Due date:

CVV

CVV:



19. To complete the purchase, click on "Pagar":

**REALIZAR PAGO**

Total a pagar  
\$ 299,88

Tarjeta

Titular de la tarjeta

Fecha de vencimiento  CW ⓘ



Solo pagos con:



20. A payment confirmation message will be sent to your email some business days after the purchase.

21. You can click on “Your Orders” to check the orders you have made:



**PAYMENTS**

10 records

Search:

Order	State	Date	Type	Total	Invoices
No data available in table					

Showing 0 to 0 of 0 entries

22. If you encounter an error during the process or you have any questions contact [ifcs.cimpa@ucr.ac.cr](mailto:ifcs.cimpa@ucr.ac.cr).