

BASIC SERVICE PLATFORM MANUAL

REGISTRATION OF NEW USERS

- 1 Enter: www.exposwtc.info/servicios.html
- 2 Fill out the registration form and enter the event ID provided by the organizer or executive of integral services.
- 3 The access password will be sent to the registered e-mail with the access link.

ENTRY FOR USERS ALREADY REGISTERED

- 1 Enter: www.exposwtc.info/panel.html
- 2 Fill out the form with the information requested and the ID of the event in which you participate (current event), click on **ENTER**.

DOWNLOAD AND FILL OUT THE FORMATS OF SERVICE

- 1 Enter: www.exposwtc.info/panel.html , go to the section "**Service formats**".
- 2 Select and download the requested format.
- 3 Fill the digital format with the required data, specify the service and the amount to pay, save the data in the document.

CONFIRMATION OF SERVICES PAYMENTS AND BILLING

- 1 Enter: www.exposwtc.info/panel.html , go to the section "**Confirmation of payments**".
- 2 Enter and verify the data in the form.
- 3 To invoice select "YES" and attach the RFC card.
- 4 Attach the service formats and payment vouchers, click on **SEND**.

What is the event ID? It is an identification number per event for the registration and entry to the service platform, it will be delivered to the exhibitor by the Organizer or Executive of integral services.

USE OF THE DIGITAL SERVICE MODULE IN SITE

- 1 Fill out the form with the information requested and enter the event ID.
- 2 Select the service format and fill in the requested information.
- 3 Click on "Print Format" and "Finish", pay for the service in the Module.