



Address:
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**POSTGRADUATE SCHOOL
UNIVERSITAS NEGERI JAKARTA**

THE 2ND
ICELS

TUTORIAL MELAKUKAN PENGUNGGAHAN BUKTI PEMBAYARAN *The 2nd International Conference on Education, Language, and Society (ICELS-2)*

UNTUK PRESENTER

1. Silakan login ke akun Anda. Pada Laman Akun User Anda, klik menu **Abstract** seperti yang tampak pada Gambar 1.

ICELS 2020
Conference Management System

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IMPORTANT - Please Read Carefully

- To submit an abstract, select "Abstract" on the top menu.
- To upload payment proof and full paper, you must submit an abstract first. Upload buttons are available below your abstract.
- Review result is visible below your abstract, ONLY if the committee opens the access.
- You can print Letter of Acceptance (LoA), Letter of Invitation (LoI), and Payment Receipt from the Abstract page, ONLY if the committee opens the access. Print buttons are available below your abstract.

Gambar 1. Laman Akun User



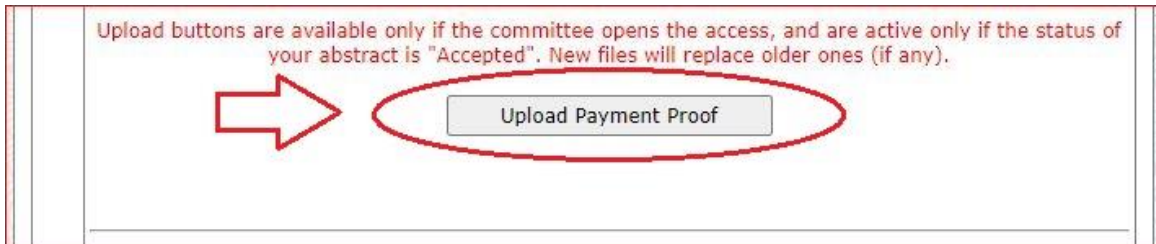


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2. Dari dalam laman Abstrak Anda, geser halaman ke bawah hingga Anda menemukan tombol **Upload Payment Proof** seperti yang tampak pada Gambar 2 kemudian diklik dan Anda akan diarahkan menuju laman pengisian data bukti pembayaran.



Gambar 2. Tombol Upload Payment Proof

3. Pada laman pengisian data bukti pembayaran, lengkapi form yang disediakan seperti contoh pada Gambar 3 lalu kemudian klik **Submit**.

:: File submission ::

Max file size is 3 MB

Please check your file size before upload

File name must NOT contain single quote/apostrophe (')

Need to resize your image/photo?

Abstract title	<input type="text" value="Judul Abstrak otomatis muncul di sini"/>	#1
All authors	<input type="text" value="Nama-nama penulis otomatis muncul di sini"/>	#2
Select file	<input type="button" value="Choose file"/> No file selected	#3
File type	<input type="text" value="payment_proof (Jangan diubah)"/>	#4
Topic	<input type="text" value="Science and Technology (Jangan diubah)"/>	#5
Presenter	<input type="text" value="Ag Nama Anda otomatis muncul di sini"/>	#6
Payment amount	<input type="text" value="Example: 3500000"/>	#7
Paid by	<input type="text" value="Mr. Sesuaikan dengan nama pembayar yang ada di dalam bukti transfer"/>	#8
Payment date	<input type="text" value="Date"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	#9

Info

Diisi hanya untuk hal yang penting sehubungan dengan pembayaran Anda. Jika tidak, dikosongkan saja.

After your payment has been confirmed by the committee, Payment Receipt can be printed directly from your account.

Submit

Setelah data Anda benar dan lengkap, tekan tombol Submit.

Gambar 3. Laman pengisian data bukti pembayaran





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- Setelah melakukan pengisian data bukti pembayaran dengan menekan tombol Submit, Anda akan diarahkan ke suatu laman untuk melihat detail unggahan bukti pembayaran Anda. Pastikan data tersebut benar adanya. Lihat Gambar 4

:: My Files ::

If you have just uploaded a new file, please make sure that it is listed in the table below.

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No	Title
1	[ABS-96 PAYMENT_PROOF] AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAA,BBBBBBBB,CCCCCCCC,DDDDDDDDDD,

Server time : Saturday, 29 August 2020 - 22:12:13

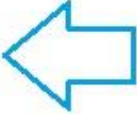
File : payment_proof (File ID 1, image/jpeg: 15.0 kb)

Topic : Science and Technology

Paid amount : IDR 750,000 **(Make sure that it is correct)**

Payment date : 2020.09.03 **(Make sure that it is correct)**

Info :



Gambar 4. Detail data unggahan data bukti pembayaran

- Silakan menunggu hingga bukti pembayaran Anda diverifikasi dan dikonfirmasi oleh Devisi keuangan kami. Untuk mengecek apakah bukti pembayaran Anda telah diverifikasi dan dikonfirmasi, Anda dapat mengeceknya dari dalam akun Anda pada laman Abstrak seperti yang terlihat pada Gambar 5.

<< Request confirmation only after you uploaded your payment proof >>

Payment Status **Confirmed** Request Confirmation

 Need as PDF? Use Chrome Browser, here is how

Gambar 5. Hasil konfirmasi Devisi keuangan

Payment status akan berubah menjadi **Confirmed** jika Devisi keuangan telah melakukan verifikasi.

