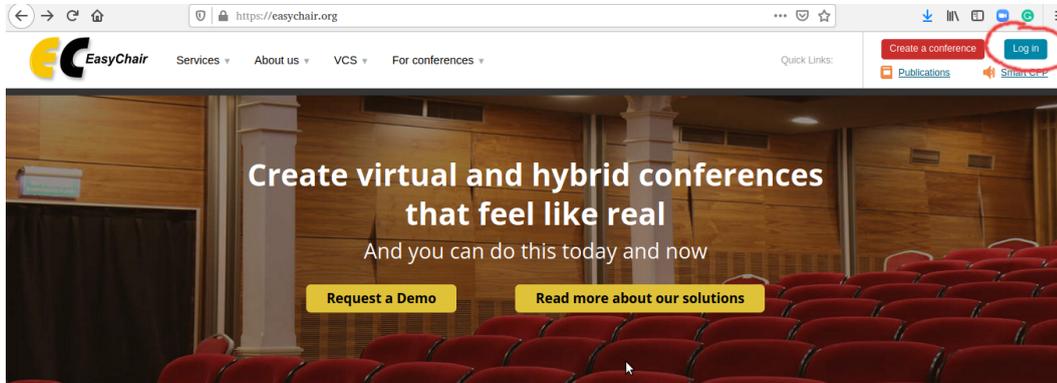


Crear Cuenta en EasyChair

1. Ingresar al siguiente enlace: <https://easychair.org/>
2. Hacer clic en **Log in**



3. Seleccionar [Create an account](#)

4. Validar Captcha donde dice **No soy un robot** y hacer clic en **Continue**



Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

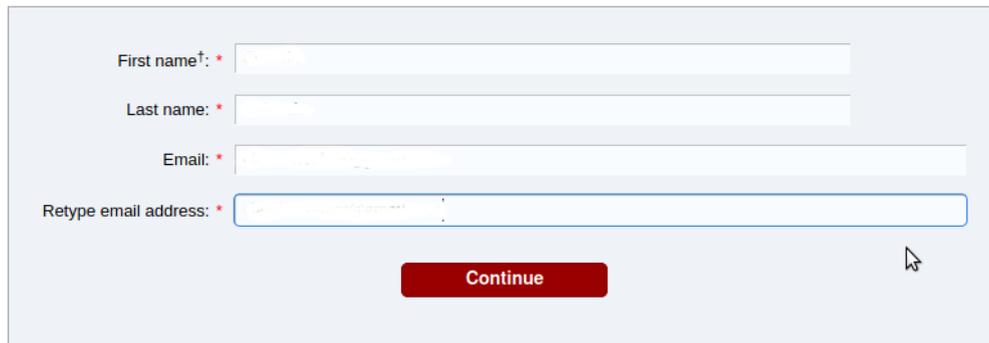
Continue

4. Completar Datos Solicitados y hacer clic en **Continue**. Se le solicita ocupar el correo electrónico principal que utiliza, puesto que este correo será el que se utilizará para el proceso de revisión del trabajo.

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by *.

Note that **the most common reason for failing to create an account is an incorrect email address** so please type email address correctly.



First name*:

Last name*:

Email*:

Retype email address*:

Continue

5. Una vez haya terminado con el paso 4, se mostrará el siguiente mensaje, que indica que usted recibirá un correo con las instrucciones para la creación de la cuenta en EasyChair.

Account Application Received



We received your application. A mail with further instructions has been sent to the email address easychair@easychair.org.

If You Do not Receive the Instructions

If you do not receive our email with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address

This is still the most likely cause of delays.

Slow mail processing

Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

"Reply-me" mail protection.

Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.

Mailbox problems and quotas

Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

Anti-spam filters

It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.

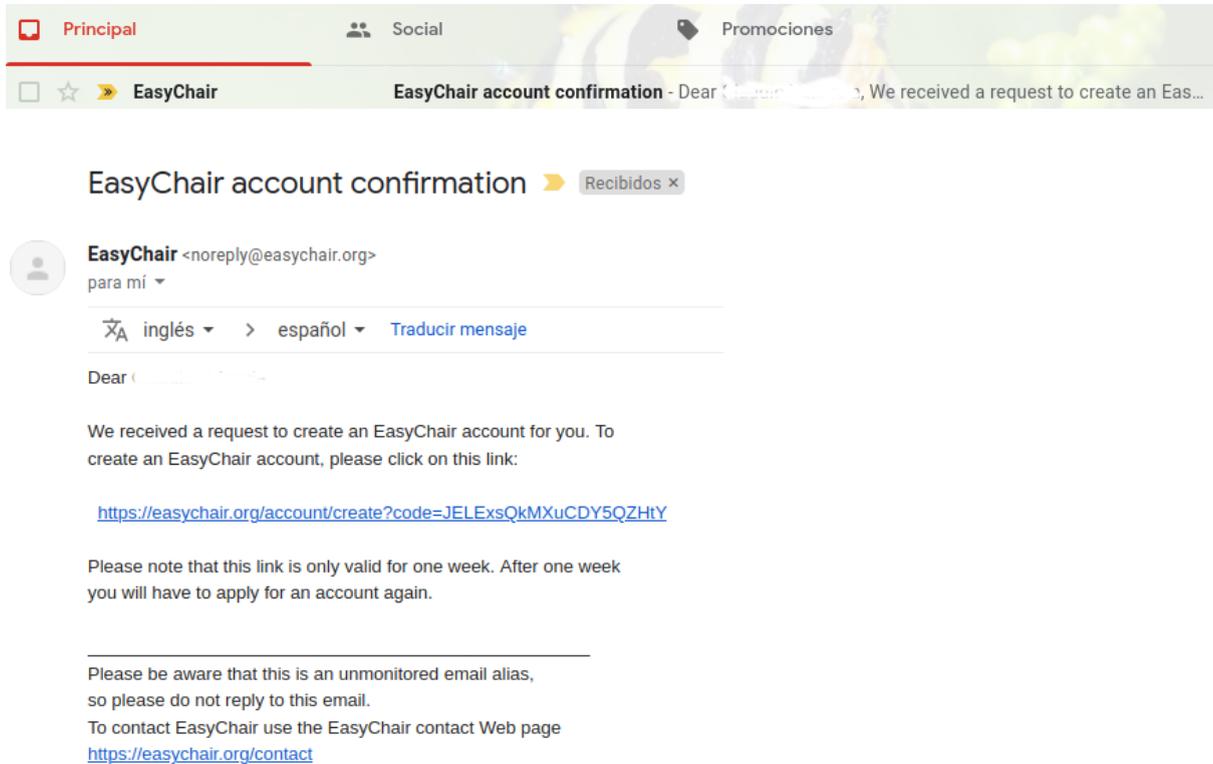
General connection problems

There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

6. Ingrese a su cuenta de correo electrónico que utilizó para registrarse a la plataforma, usted recibirá el siguiente correo con el siguiente mensaje.



The image shows a screenshot of an email interface. At the top, there are navigation tabs: 'Principal' (selected), 'Social', and 'Promociones'. Below this is a header bar for the email, showing 'EasyChair' as the sender and 'EasyChair account confirmation - Dear [Name], We received a request to create an Eas...' as the subject. The main content of the email is as follows:

EasyChair account confirmation Recibidos x

EasyChair <noreply@easychair.org>
para mí ▾

🌐 inglés ▾ > español ▾ [Traducir mensaje](#)

Dear [Name],

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

<https://easychair.org/account/create?code=JELExsQkMXuCDY5QZHY>

Please note that this link is only valid for one week. After one week you will have to apply for an account again.

Please be aware that this is an unmonitored email alias, so please do not reply to this email.
To contact EasyChair use the EasyChair contact Web page
<https://easychair.org/contact>

7. Haga clic en el enlace enviado por easychair a su correo electrónico y se mostrará el siguiente formulario, donde debe ser completado con sus datos. Además de indicar un nombre de usuario y contraseña.

Create an EasyChair Account: Last Step

Hello Claudio Valencia! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its [Terms of Service](#) ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name[†]: *

Last name: *

Organization: *

Country/region: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

Enter your account information. Note that user names are case-insensitive

User name: *

Password: *

Retype the password: *

8. Una vez completado el formulario y haber hecho clic en **Create my account** le mostrará el siguiente mensaje que indica que se creó la cuenta correctamente. Posteriormente debe ingresar con el nombre de usuario y contraseña.



Account Created

Your EasyChair account has been created!

If you want to submit to a conference or a journal hosted by EasyChair, you should find the conference or journal Web page and follow the link to its EasyChair submission page.

For anything else, including publishing a preprint, [click here to log in to EasyChair](#).

