

# INSTRUCTION TO CREATE NEW EASYCHAIR ACCOUNT

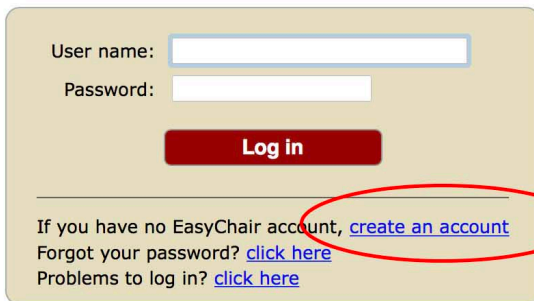
**Step 1:** Click the “Submit paper”

## SUBMISSION

All papers must be submitted via EasyChair system. If you do not have an account in EasyChair system, click [here](#) for the instruction. Otherwise, please submit your paper using the button below:




**Step 2:** Create an account

A light beige rectangular form with rounded corners. It contains two input fields: "User name:" and "Password:". Below the fields is a red "Log in" button. At the bottom, there is text: "If you have no EasyChair account, [create an account](#)", "Forgot your password? [click here](#)", and "Problems to log in? [click here](#)". The "create an account" link is circled in red.

**Create an account**

**Step 3:** Fill in Captcha

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

A Captcha interface. At the top, there is a box containing the text "BELL" and "SAXON". Below this is a text input field with the placeholder "Type the text" and a "Privacy & Terms" link. To the right of the input field is a "reCAPTCHA" logo and a reload icon. Below the input field is a red "Continue" button. A red arrow points from the "Fill in Captcha" text to the input field.

**Fill in Captcha**

#### Step 4: Fill in your name and email address



A registration form with four input fields: "First name<sup>†</sup> (\*)", "Last name (\*)", "Email address (\*)", and "Retype email address (\*)". A red oval highlights the first two fields. Below the fields is a red "Continue" button.

Fill your name and email address

<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#) You may also be interested about [our policy for using personal information.](#)

#### Step 5: You should receive an email. Please open it and click the link provided.

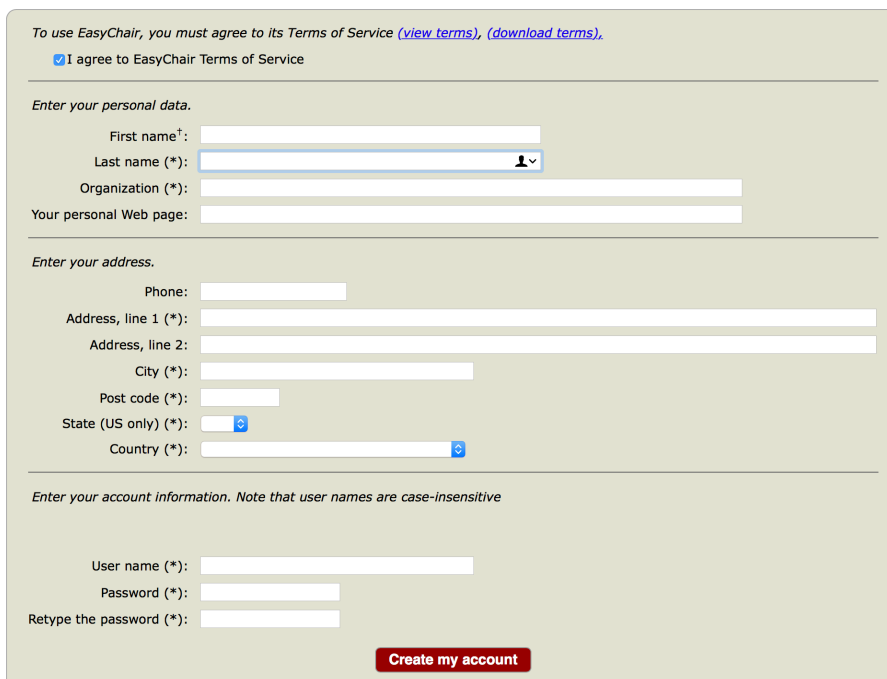
We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://easychair.org/account/create.cgi?code=HyAelqQvSadaTMwM94D5>

Best regards,  
EasyChair.

Click the link provided from your email

#### Step 6: Fill in your information to create an account



A registration form with the following sections:

- Terms of Service:** "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<sup>†</sup>:
  - Last name (\*):
  - Organization (\*):
  - Your personal Web page:
- Enter your address:**
  - Phone:
  - Address, line 1 (\*):
  - Address, line 2:
  - City (\*):
  - Post code (\*):
  - State (US only) (\*):
  - Country (\*):
- Enter your account information. Note that user names are case-insensitive**
  - User name (\*):
  - Password (\*):
  - Retype the password (\*):

At the bottom is a red "Create my account" button.

<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#) You may also be interested about [our policy for using personal information.](#)

**Step 7:** Log-in to your new account

create an account', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'." data-bbox="129 142 617 353"/>

User name:

Password:

**Log in**

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If you have no EasyChair account, [create an account](#)  
Forgot your password? [click here](#)  
Problems to log in? [click here](#)

**\*\*\* Note: If you can not find our conference, please click or log-in from the following link:**  
<https://easychair.org/conferences/?conf=sst20171>

**Step 8:** Enter as an author or click “New submission”

You are logged in to SST-2017 (Space Science and Technology).

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You have no roles at SST-2017.

This conference accepts new submissions. You can log in as an author to make a submission:

- [enter as an author](#)