# IMCAS COMPANY ACCOUNT USER MANUAL

# A) HOW TO ACCESS YOUR COMPANY ACCOUNT

- 1. To access to your IMCAS company account, log in to your account here: <a href="https://www.imcas.com/en/login">https://www.imcas.com/en/login</a> with your credentials.
- 2. Go to the following link and click on 'Company account': <a href="https://www.imcas.com/en/account">https://www.imcas.com/en/account</a>
  - a. If you are participating in multiple congresses make sure to select the one for which you would like to see the information.

## B) HOW TO PREPARE FOR THE CONGRESS - YOUR 'TO DO' TASKS

On your dashboard, each chapter has a STATUS and a corresponding PROGRESS BAR.

## 1. STATUS:

- → 'To do' means that there is still some information missing or it is being verified by our team
- → 'Done' will appear once all elements have been submitted, verified and approved
- 2. PROGRESS BAR:
  - → The progress bar shows how much has been done

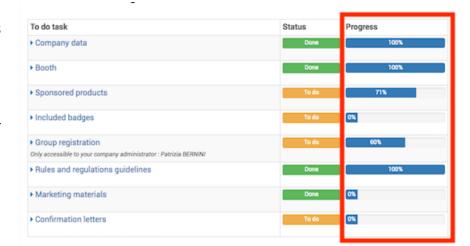
already. Reach 100% on each line before the congress.

### C) BOOTH and SPONSORED PRODUCTS

Once you click through, you will see these columns:



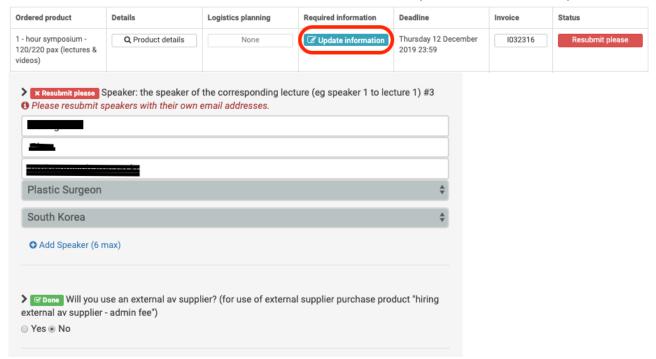
- 1. Ordered product: your purchased products are listed one by one
- 2. Details: a detailed pdf of the product with the description and a list of what IMCAS provides
- 3. Logistics planning: Check for useful information here regarding the organisation of your



- sponsored activities
- 4. Required information: the information we require from you to successfully deliver the product. (eg artwork, speaker information, topic of lecture, etc)
- 5. Deadline: the platform will close at this date, please submit all required information before this date
- 6. Invoice: view the invoice related to this particular product
- 7. Status: the status for your ordered product. See below for details.

#### Watch out for the **status** for each product and act accordingly:

- 1. *TO DO*: submit required information by clicking "fill in missing information" or "update information" BEFORE the deadline!
- 2. VERIFICATION IN PROCESS: you have submitted the required information and it is now verifying by the IMCAS team. It is possible to update your submission while still under verification
- 3. *RESUBMIT PLEASE*: submitted information is required to be resubmitted, click on "Update information" to view the modification that must be made (in red text see below)



- 4. DONE: completed; no further action is required
- 5. NOT NEEDED: no submission is required for this product