DELEGATES
REGISTRATION & ACCREDITATION
USER GUIDELINE

MINISTRY OF COMMUNICATION AND INFORMATION TECHNOLOGY
REPUBLIC OF INDONESIA
GET STARTED
DAO ACCOUNT
REGISTRATION
Go to https://g20.org/registration/

There are two (2) types of account registration, for delegates and for media. Please choose and click “Register Here” in the "For Delegates" box.
ACCOUNT REGISTRATION
STEP 1 – DAO Sign Up

These are the steps to start your DAO account registration:

1. After clicking “Register Here” from previous page, you will land on a page as shown on the picture to your left.
2. Start registering your account by clicking “Create an account”
Next, complete the form by filling in information on:
1. Required personal data
   a. Full Name
   b. Email
   c. Organization (Choose One)
      NOTE: If you choose a Ministry / Central Bank you will need to choose a Country that you are represent
   d. Phone Number
   e. Password
   f. Confirm Password
   g. Event Track (Choose One)
      NOTE: If you are representing both tracks, you may choose “Both”

2. Pay attention to the color of the lines in the form
   a. The lines will turn green when you have entered a correct form of data.
   b. Correct your data if the lines are red.
Please make sure you have put the correct information before moving forward.

By clicking “Yes” means you have put and check all the data and information correctly.

NOTE:
1. As a DAO, you cannot edit your Organization and Email
2. You can only submit member delegations within the same organization
3. Please make sure you have informed the submitted DAO Information to the G20 Committee previously
You will land back to the login page, with a pop-up box stated “Thank you for signing up. The Committee will review your request and send a notification to your registered email IF your account has been activated”

Please click “Ok” on the pop-up box containing above message. The DAO account activation IS NOT an automatic approval. The committee will have to check your data accordingly.

IF your account has been approved, please see the next step:

1. You will receive a notification email stating that your account has been successfully created. (example shown on the next page)
2. You may log in using your email and password you have entered in the previous personal data form via this link: https://registration.g20-indonesia.id/login
3. You may choose various meetings to participate in and registering your member delegates after you log in.
ACCOUNT REGISTRATION
STEP 4 – Email Confirmation

On the left side is a sample of Email Confirmation from the portal system notifying that your account has been successfully activated.

The email also stated that you may register other member delegates using your registered account.

This means that other members are not required to sign up. DAO could and recommended to register their delegate members.
Should you have proceed all the steps mentioned previously but your account has not been activated for more than three (3) working days and/or you experience technical issue(s) in the registration portal, please visit the Helpdesk Center by clicking “Contact Us” button.
GET STARTED
EVENT & MEMBER REGISTRATION
After you receive email notification from the Committee, you may access your account by login through this page: https://registration.g20-indonesia.id/login

Please fill in your registered email and password and click the blue button "Sign In".

A pop-up box with title “Select Event” may appear.

Within the dropdown box you may see the list of event(s) that the Committee has assigned you for.

Please choose one event that you want to register.

Kindly note that:
1. The event options will be updated regularly according to the schedule.
2. You can change events in your profile account. Please see page 16.
Welcome to your profile home page!

Congratulations you may now proceed to registering your member delegates.

Please read the note accordingly before starting to registering all the delegates member.

Here is what you see:

**BOX 1** – The title of event you will participate and your position in the respective event.

**BOX 2** – The blue circle on top right corner is your profile information. You may edit your profile at anytime. You can also change events registration process within this section, please see next page.

**BOX 3** – The member button is where you may add and review the list of your delegate members registered for events.

**BOX 4** – Official WhatsApp Contacts for each working groups/engagement groups. Kindly note not all events provides the Official WhatsApp Contacts, you may contact them directly to their secretariat email. For technical issue regarding the registration portal, you can visit the Helpdesk Center in the login page.
On the first row you will see “Personal Information” box.

By clicking this box, you can see several information that you have submitted on the registration process:

1. Name
2. Email
3. Organization (and Country; if any)
4. Phone Number

NOTE: As mentioned previously, you cannot change your email, organization and country (if any). You only can change and save your name and phone number.
On the second row you will see “Change Password” box.

By clicking this box, you can see change your current password.
On the third row you will see “Change Event (current active event title)” box.

By clicking this box, you can see the list of events that you have been assigned by the Committee, and you may click the desire event to see and/or proceed your event and member registration process to the selected event.
On the fourth row you will see “Sign Out” box.

By clicking this box, you will be signed out from the account and directed to the login page.
The above picture is the appearance after you click the “Member” button.

If you are DAO and also a member delegates that will attend the event, please click the blue box “I’m Part of Delegations”.

The above picture is the appearance after you click the blue box button.

There will be a pop-up box question. If you are part of the delegates member and wish to proceed the event registration, click “Ok”.

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There will be a pop-up box question. If you are part of the delegates member and wish to proceed the event registration, click “Ok”.

The above picture is the appearance after you click the “Member” button.

If you are DAO and also a member delegates that will attend the event, please click the blue box “I’m Part of Delegations”.

The above picture is the appearance after you click the blue box button.

There will be a pop-up box question. If you are part of the delegates member and wish to proceed the event registration, click “Ok”.
The above picture is the appearance after you click the “Member” button.

If you are DAO and want to register the member delegates, please click the white box “Add Member +”.

The above picture is the appearance after you click the white box button.

There will be a pop-up box question. If you already submitted data and information of the member delegates in previous events, please click “Yes”. But if this is the first time you want to register the member delegates, please click “No”.
MEMBER REGISTRATION
STEP BY STEP
DAO - IN PERSON PARTICIPANT
This page and next several pages will discuss steps of registration for IN PERSON participation.

The first step is the Invitation Type. Please refer to the invitation or administrative circular from the meeting's committee.

If you are schedule to attend the event in-person, please choose the “In-Person” box and click the blue button “Save & Next” below.
This is the member personal information form to be fill in.

Below is the information you must fill for your member delegates:

1. **Prefix**: Choose one
2. **Last Name**
3. **First Name**
4. **Gender**: Choose one
5. **Date of Birth**
6. **Nationality**
7. **Position in Organization**
8. **Position in Delegation**: Choose one
9. **Organization**: could not be changed
10. **Country**: could no be changed
11. **Phone Number**
12. **Email**: please make sure the email provided have not been used to register an account to any event.

Please make sure you fill in the data and information correctly. Click save and submit on the blue button below.
MEMBER REGISTRATION
Step 3/6 – Travel Information

This is the member travel information form to be fill in.

Below is the information you must fill for your member delegates:

1. Passport Type: Choose one
2. Passport Number
3. Passport Expiry Date
4. Passport Issuing Place
5. Hotel: Choose one
6. (If choose Other, please specify) Hotel Name:
7. Flight to Destination: If you have connecting flights, you may add all your flights detail
8. Flight to Hometown: If you have connecting flights, you may add all your flights detail

Please note several information below:
• For local delegates, please input your ID number in the Passport number field.
• If you haven’t book and secure your travel itinerary, please fill in the flights schedule that you will take and complete the travel information later in the profile page.
• Incomplete registration will not be processed.
This is the flight information form you must fill in.

The forms for departure and return flights are the same format.

If you have connecting flights, please input all your flight schedule information. If you haven’t book and secure your travel itinerary, please fill in the flights schedule that you will take and complete the travel information later in the profile page.
MEMBER REGISTRATION
Step 4/6 – Documents Attachment

This step is for uploading necessary documents:

1. Color Photograph (1:1) with white background
2. Photo/Scan of Passport/ID Card

Please note that the maximum size of file to upload is 2 MB.
MEMBER REGISTRATION
Step 5/6 – IMEI Registration

For delegates traveling from abroad and attend in-persons, please fill in IMEI Registration Form if you need to use local telco services provider during your stay in Indonesia.

To proceed, please click "Add" button.

Please choose one in the device section, fill in the device series and fill in the IMEI Number.

Click "Save & Next" to continue the process. You may repeat the step if necessary. You can add up to 2 devices per account.
MEMBER REGISTRATION

Step 6/6 – Requirement

This step is the for further requirement:
1. Please specify special requirement as needed (i.e accessibility, etc)
2. Please specify dietary requirement as needed (i.e gluten-free, etc).

There are potential special programs held by Committee such as Site Visit, Spouse Program etc. Please tick the box if you wish to attend the event.
This is the appearance on your Member Page after you submitted the member information.

The Committee will review all the submitted data and if the data has been approved, the status will change from "Pending Approval" to "Approved".

You may repeat the previous steps if you wish to add more member into an in-person attendance.
MEMBER REGISTRATION
Editing Member Information

DAO can edit data and information of each submitted member delegates by clicking the name row.

There are seven (7) rows that can be choose and edit:
1. Invitation Type
2. Personal Information
3. Travel Information
4. Document attachment
5. IMEI Registration
6. Requirement
7. Special Program

NOTE: There are several data that can be edited IF ONLY the member is on ‘Pending Approval’ status. If you need to edit those kinds of data, please contact the Helpdesk Center on the Login Page for further assistance.
MEMBER REGISTRATION
STEP BY STEP
DAO - VIRTUAL PARTICIPANT
This page and next several pages will discuss steps of registration for VIRTUAL participation.

The first step is the Invitation Type. Please refer to the invitation or administrative circular from the meeting’s committee.

If you are schedule to attend the event in-person, please choose the “Virtual” box and click the blue button “Save & Next” below.
This is the member personal information form to be filled in.

Below is the information you must fill for your member delegates:

1. Prefix: Choose one
2. Last Name
3. First Name
4. Gender: Choose one
5. Date of Birth
6. Nationality
7. Position in Organization
8. Position in Delegation: Choose one
9. Organization: could not be changed
10. Country: could no be changed
11. Phone Number
12. Email: please make sure the email provided have not been used to register an account to any event.

Please make sure you fill in the data and information correctly. Click save and submit on the blue button below.
This step is for uploading necessary documents:

1. Color Photograph (1:1) with white background

Please note that the maximum size of file to upload is 2 MB.
MEMBER REGISTRATION

Reviewing Process

This is the appearance on your Member Page after you submitted the member information.

The Committee will review all the submitted data and if the data has been approved, the status will change from “Pending Approval” to “Approved”.

You may repeat the previous steps if you wish to add more member into virtual attendance.
EVENT REGISTRATION
EMAIL CONFIRMATION
Dear Mr. Tony Stark

You have been registered for the 2nd Infrastructure Working Group in Jakarta from 16 March to 18 March 2022.

You can access your delegate account as follows:
URL: https://registration.g20-indonesia.id
Username: tomskarthetattending2@gmail.com
Password: 5754AV8W3F9G6G96

You will find your Accreditation Confirmation attached to this email. Should you need to apply for visa to Indonesia, please be advised that the attached letter could facilitate your visa application. We recommend you match the data stated with your personal documentation.

Please be in contact with your Delegation Accreditation Officer if you need to revise your Accreditation Confirmation.

Please also be informed that to travel to Indonesia, you will need to comply with the current health protocol and regulations of Covid-19 prevention, please check administrative circular in https://registration.g20-indonesia.id

See you in Indonesia.

Sincerely,
Secretariat of the G20 Presidency of Indonesia

NOTE:
This is your Accreditation Confirmation Letter and draft of Letter of Compliance.

Please complete the Letter of Compliance and bring both documents for your visa application process.

G20 INDONESIA PRESIDENCY SECRETARIAT

February 22, 2022

To: G20 Delegation
Subject: Accreditation Confirmation

Dear Mr. Tony Stark

G20 Indonesia Presidency Committee hereby confirms that you have been successfully accredited for 2nd Infrastructure Working Group. To be held in Jakarta on 16 March to 18 March 2022.

This accreditation confirmation will facilitate your visa application who are not exempted from visa on arrival visa exemption. Below you will find your personal accreditation data:

Title: Mr.
First Name: Tony
Last Name: Stark
Gender: Male
Date of Birth: 30 April 1985
Email: tomskarthetattending2@gmail.com
Nationality: United States
Citizenship: United States
Type of Passport: VIP
Passport Number: J205234
Passport Issuing Date: 22 February 2003
Country of Issue: United States
Passport Expired Date: Passport
Civilianship: American
Address: Hotel
City: Jakarta
Country: Indonesia
Company: 2nd Infrastructure Working Group

This is the sample of confirmation email along with 2 (two) document attachments you and the respective member will receive after your registration for an event in person is approved.

NOTE:
This is your Accreditation Confirmation Letter and draft of Letter of Compliance.
Dear Mr. Tony Stark

We are pleased to inform you that you have been registered to participate in the 2nd Infrastructure Working Group from 16 March to 18 March 2022.

Your registration details are listed as follows:
Name: Tony Stark
Position: VIP
Delegate Status: Delegates
Organization: Ministry of Finance
Country: United States

The 2nd Infrastructure Working Group will be conducted virtually. The committee will contact your registered mobile phone number and/or email for further information on the event link and agendas details.

Should you need to edit your personal data and information please access the registration portal using your user login detail:
Username: tonystarkattendtdeg20@gmail.com
Password: S754#VKE39FG09F

Registration portal URL: https://registration.g20-indonesia.id
Sincerely,

Secretariat of the G20 Presidency of Indonesia

This is a confirmation email the DAO and the respective member delegate will receive after the registration to participate an event virtually is approved.
APPROVED
MEMBER
HOMEPAGE
IN PERSON PARTICIPANT
Congratulations! You have finished the registration process.

As mentioned previously in page 36-37, if you are DAO who also part of delegates member or one of the delegate member who attend the event and has been approved by the Committee, there will be an email notification sent to your registered email consists of URL Login Page, Username and Password.

You can use the sent credentials to login. The image shown on the left is what you will see on the account homepage.

BOX 1 - Each delegates will be given a unique QR Code. Please do not share your QR Code to anyone other than the officials and/or committee of G20 Presidency of Indonesia, it includes your personal data and information. You will need the QR Code for validating your access for your ID Badge Pick Up.

BOX 2 – Agenda which contains the event schedule.

BOX 3 – Bilateral Meeting, for delegates to book rooms and schedule for the meetings (if any; please note that this only available for in-person attendances).
FREQUENTLY ASKED QUESTIONS
Q: Can I use the same account for different event from different working groups/engagement groups?
A: Yes, you can. You only need 1 DAO account as a DAO, and 1 Delegate account as a delegate member. But you can’t change your organization and/or countries after the account has been created.

Q: Can I change my organization?
A: No, you can’t. All of your data are locked within your organization and/or country. So, you only need 1 time to enter all of your information, and you can call it back in the future without entering all of the information again.

Q: I was registered as a member delegate, but now I'm the DAO. Can I still use the same email?
A: Yes, you can. Please contact our helpdesk if you wish to be a DAO for the upcoming event. But, after you became a DAO, you can't be registered as a delegate member by other DAO anymore.

Q: I was registered as a DAO, but now I’m a delegate member of another DAO. Can I still use the same email?
A: No, you can’t. Once you registered as a DAO, your email address can't be registered as delegate member by other DAO. You can still attend the event by signing into your account and click "I'm Part of Delegation" to register yourself to the event.

Q: Can I delete member delegates?
A: Yes, you can. Sign into your DAO account, and on Member page, click on Trash button. Note: the status of the delegate member must be "Pending Approval" or "Draft". If the status is "Approved", please contact the committee and ask to change the status of the selected members to Pending Approval before you delete them.
FAQs

Q: Can I register delegates from different organizations/countries?
A: No, you can't. You can only register delegate members from the same organization and/or country as your DAO account.

Q: How to know my account is already activated?
A: You will get an auto-generated email, once your account has been approved and assigned to an active event.

Q: I can’t register my delegate member, because their email address is already registered. What should I do?
A: Please contact our helpdesk, or event's committee.

Q: I can’t login because my account is not activated. What should I do?
A: Please contact our helpdesk, or event's committee, and we will activate your account and assign you to the event(s).
Q: I can’t login because my account is not registered in any event. What should I do?
A: Please contact our helpdesk, or event's committee, and we will assign your account to the event(s).

Q: It says my email and password doesn’t match. What should I do?
A: Click on "Forgot Password?" and enter your registered email address. You will get an auto-generated email to reset your password. Please note that the link will be expired in 1 (one) hour.

Q: How to change events without signing out?
A: Click on the circle on the up-right of the page and click on Change Event.

Q: Can I add members from other DAO with the same organization and country?
A: Yes, you can. As long as the delegate member was registered within the same organization and country as your DAO account, you can add them from existing members. Please note that the delegate member's status must be "Approved" in the previous events.
THANK YOU