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Create an Account

- **Access ICIMTECH link:**
  
  https://conference.binus.ac.id/ocs/
  then choose International Conference on Information Management and Technology (ICIMTech) active link.

  After you click the active link, The first page will be as the picture below:

- If already have an account, click **LOG IN** button or choose **Log In menu on the menu bar**. The page will be automatically directed to “Log In” page.
• If author does not have an account, click the “Not a user? Create an account with this site” link below the LOG IN button.

• The page will direct author to fill in some required information.
Before submitting the registration form, author should **check on the “Confirmation”** and **“Create account as”** near the end of the page.

✓ **On the Confirmation checkbox:** author will receive an automated email for author registered username and password.

✓ **On the Create account as:** author should **check on Author checkbox** to be able to submit author paper.
• After submitting the registration form, the page will be directed to “User Home”. User Home consists of information about the current conference that author join and the paper author submitted.
Forgot Password

- If author forgot author password, click on the “Forgot author password?” link below the LOG IN button.

![Log In Form]

- The page will be directed to “Reset Password” page. Fill in author registered email and author will receive an automated email for author password.

![Reset Password Form]
• Check author registered email inbox and **follow the instruction in the email.**

![Password Reset Confirmation Email](image)

- Author will directly **receive a new default password.**

![Password Reset Email](image)

- After Log In with author new default password, the page will be **automatically directed to “Change Password” page.** Author must **enter the current default password and new password (at least 6 characters).**
- Author will be directed to the **“User Home”.**
Home › Change Password

**Change Password**

You must choose a new password before you can log in to this site.

Please enter your username and your current and new passwords below to change the password for your account.

- **Username**
  - ameliangraini

- **Current password**

- **New password**

- **Repeat new password**
  - The password must be at least 6 characters.

[SAVE] [CANCEL]

* Denotes required field
Submit Paper

- For submitting author first paper, go to “User Home” and click “New Submission” link to the conference you would like to join.

- Author will be directed to follow submission steps.
- **For the FIRST STEP**, please **choose the appropriate track** for the paper. After that, read all descriptions carefully. **Check all the checkbox** and enter some comments for the conference director (optional).
• Click “SAVE AND CONTINUE” button to continue to the next step.
• The SECOND STEP is for submitting author paper. Follow the guidance on the website for submitting author paper.

Step 2. Uploading the Submission

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference’s website and renames it following the conference’s conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact Natalia Limantara for assistance.

• Author can check author’s submitted paper and TAKE A NOTE of author’s new paper file name (paperID) that given automatically by the website.
Note: If an error occurred while author is uploading author paper, please try again to upload author paper to the website.
• Click “SAVE AND CONTINUE” button to continue to the third step.

The THIRD STEP is entering metadata. On this page, author can add the second author (if there is any).
• Author can **put authors name by order** to be listed on publication (if there are more than one author).

• On the metadata submission page, author must **add Title and Abstract** of author paper after complete entering author’s information.
• Click “SAVE AND CONTINUE” button to continue to the last step.
• On this final submission page, author can check author’s paper title once again and download it by clicking the title of author paper.
• The last step is **click the “FINISH SUBMISSION” button**. Author will receive a gratitude email for author participation in submitting paper on this conference.
Check Submitted Paper Status

- Author can find author active paper on the “User Home” page.

- In the meantime, author can check author’s paper status on “Active Submissions” page. There are types of status based on the process of the paper:

  ✓ “Awaiting assignment” status means author’s paper HAS NOT BEEN ASSIGNED to any reviewer.

  ✓ “Paper in Review” status means author’s paper HAS BEEN ASSIGNED to the reviewer.
• Check reviewed paper status

✓ “Paper in Review: Revisions required” status means author’s PAPER STILL NEEDS REVISION by the reviewer comments and suggestions.

• After author’s paper status turned into “Paper in Review: Revisions required”, please check reviewers’ comments and suggestions in the registered email inbox.
Upload Revision or Camera Ready Paper

- **Upload Revision and Camera Ready Paper (Revised final paper with correct format)**
- After done the correction, go to “Active Submission” page and click on the title of author’s paper.
- Choose the REVIEW tab.

Choose the correct file to be submitted on the “Upload Author Version”.

Find the “Director Decision” part near the end of the page. Please NOTIFY THE DIRECTOR that author has submitted the revision or final paper.
• Author can check author’s revision or camera ready paper and TAKE A NOTE of author’s new paper file name (paperID) that given automatically by the website.

• Check accepted and finalized paper status
  ✓ “In Editing” status means author’s paper HAS BEEN ACCEPTED, but not in the correct format yet.
✓ “Posted” status means author’s paper HAS BEEN FINALIZED with the correct format. Author can find the paper in the “ARCHIVE” tab.

Withdraw / Delete Paper

- If author wants to revise the current submitted paper before checked by reviewer, please make a “NEW SUBMISSION” with the correct file name and contents.
- After that, please contact ICIMTECH committee through our email: icimtech@binus.ac.id. Please write the Subject of the email as the following: Paper Revision_PaperID.