GET STARTED
DEO 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 Media” box.
These are the steps to start your DEO 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.”
You will be directed to this form after you click “Sign Up”.

Next, complete the form by filling in information on:

1. Required personal data
   a. Full Name
   b. Email
   c. Company
   d. Type (Choose ‘Media’)
   e. Phone Number
   f. Password
   g. Confirm Password

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.
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 DEO 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 media team after you log in.

NOTE:
1. As a DEO, you cannot edit your Company Name and Email
2. You can only submit member delegations within the same Company
3. Please make sure you have informed the submitted DEO Information to the G20 Committee previously
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 in your own media team using your registered account.

This means that other members are not required to sign up. DEO could and recommended to register their team media members.
Should you have proceeded all the steps mentioned previously but your account has not been activated 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/deo-login

Please fill in your registered email and password and click the blue button "Log 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 register your and your team’s attendances in the event you selected!

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 team 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. Type
4. Organization
5. Country
6. Office Address
7. Website
8. Phone Number

NOTE: On this section, please be aware that you can only change 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 team 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 DEO and also a team member 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 team member and wish to proceed the event registration, click “Ok”.

---

The image shows two screens from an event registration platform. The left screen displays the appearance after clicking the “Member” button, indicating the user’s role. The right screen shows a pop-up asking for confirmation to become part of the delegations, with options to cancel or proceed.
The above picture is the appearance after you click the “Member” button.

If you are DEO and want to register the team members, 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 team member in previous events, please click “Yes”. But if this is the first time you want to register the team member, please click “No”.
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 media advisory from the meeting's committee.

If you are scheduled 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 member:

1. Prefix: Choose one
2. Last Name
3. First Name
4. Gender: Choose one
5. ID Number (Use one)
6. Date of Birth
7. Company
8. Country
9. Nationality
10. Country Residency
11. Position in Organization: Choose one
12. Office Address: could not be changed
13. Website
14. Phone Number
15. 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 is the member travel information form to be fill in.

Below is the information you must fill for your member:

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:
- 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.
This is the member local domicile form to be fill in.

Below is the information you must fill for your member:

1. Address
2. Province
3. City
4. District
5. Postal Code

Please note several information below:
• Incomplete registration will not be processed.
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
3. Media ID
4. Work Assignment from Company letter
5. Invitation from Government letter

Please note that the maximum size of file to upload is 2 MB. Incomplete registration will not be processed.
For media 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.
For media who will attend in-persons, please state all of your equipment (if any).

To proceed, please click "Add" button.

Please write the name, type, device series, quantity of the equipment, and its estimated value in USD.

Click "Save & Next" to continue the process. You may repeat the step if necessary. You can add up to 15 equipments per account.
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 an in-person attendance.
DEO can edit data and information of each submitted member 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. Local Domicile
5. Document attachment
6. IMEI Registration
7. Equipments

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
DEO - 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 scheduled 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 fill in.

Below is the information you must fill for your member:

1. Prefix: Choose one
2. Last Name
3. First Name
4. Gender: Choose one
5. ID Number (Passport/KITAS/KTP)
6. Date of Birth
7. Company (could not be changed)
8. Country (could not be changed)
9. Nationality
10. Country Residency
11. Position in Organization
12. Office Address (could not be changed)
13. Website (could not be changed)
14. Phone Number
15. 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
2. Media ID
3. Work Assignment from Company letter
4. Invitation from Government letter

Please note that the maximum size of file to upload is 2 MB.
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: terestharometting2@ymail.com
Password: 755A8VNE3FH606F

You will find your Accreditation Confirmation attached to this email. Should you need to apply for a 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

---

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.

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

Should you need to edit your personal data and information please access the registration portal using your user login detail:
Username: tonystarkattends20@gmail.com
Password: S7S48VKE39FG09F

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 DEO who also part of member or one of the 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 members 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.
THANK YOU