

附件2

会议注册（网页版）指南

请务必 9 月 25 日 18: 00 前完成注册缴费。请确保填写正确的开票信息，会务组统一开具发票。

具体操作方法如下。

网站注册

1. 进入学会网站：浏览器地址栏中输入
<http://www.csee.org.cn>，进入学会网站。

2. 点击右上角用户登录

3. 如果没有账号点击申请入会（有账号直接登录）

4. 注册选择普通会员/学生会员注册。



5. 进入系统后，在右侧消息栏中选择对应的会议进入

The screenshot shows the CSEE member system interface. On the left, there's a sidebar with options like '我的页面' (My Page), '个人消息' (Personal Message), '会员证' (Membership Card), '我的会费' (My Membership Fees), '我的收藏' (My Favorites), and '想参与学会活动的...' (Want to participate in学会 activities...). The main area has two sections: '公告' (Announcement) and '消息' (Message). The '公告' section lists several news items, one of which is highlighted with a red box. The '消息' section also lists messages, with the first one highlighted.

6.核对并填写会议注册信息点击下一步 (参会类型为必选项)

This screenshot shows the 'Registration Information' step of a conference registration process. It includes fields for basic information (name, gender, ID number, phone number, etc.), participation options (whether to attend in person), and participation type (ordinary participant). A red box highlights the '是否现场参加' (Whether to attend in person) field. Below these, there's a note about invitation codes and a 'Next Step' button.

7.进行会议费用支付 (可选择支付类型)。

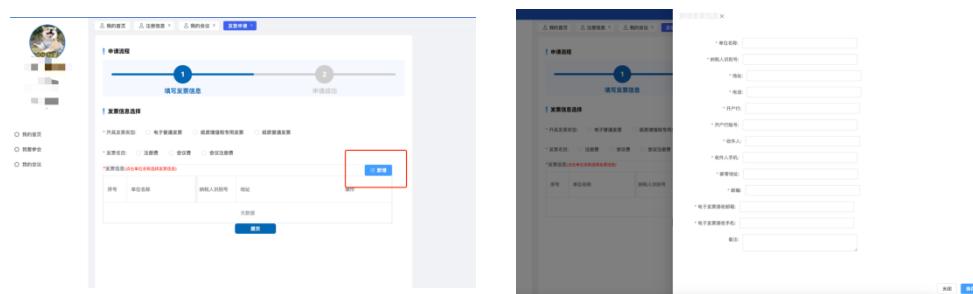
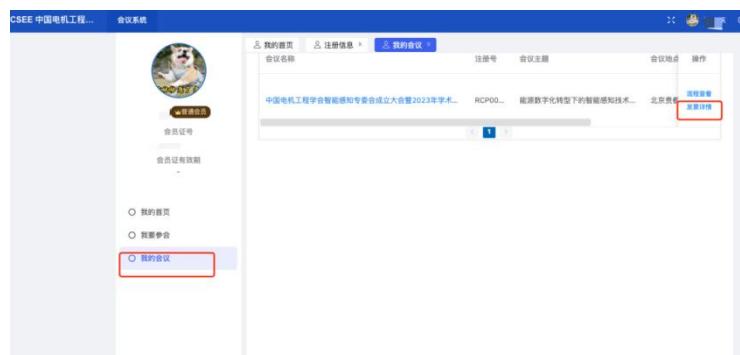
This screenshot shows the payment selection step of the conference registration process. It displays the conference details (name, time, location, theme), a summary of participants (number of people, amount), and payment methods (Alipay payment, WeChat payment). A red box highlights the '支付宝支付' (Alipay Payment) option. There are 'Previous Step' and 'Next Step' buttons at the bottom.

8.跳转到订单支付成功页面，说明完成了会议注册（可以在我的会议中查看所有注册的会议）



9.在左侧选择我的会议模块，操作中填写发票信息，请务必确认发票信息准确性。 (同样方式进行查看已开发票)

10. 点击新增按钮，填写发票信息。



11. 选中列表中的发票信息。

填写发票信息

* 开具发票类型: 电子普通发票 电子增值税专用发票

* 发票名目: 注册费 会议费 会议注册费

* 发票信息(点击单位名称选择发票信息)

序号	单位名称	纳税人识别号	地址	操作
1	123123	123123	123123	编辑 删除

新增 **提交**