

# The enterprises applying for exhibition shall submit information to the Sponsors of CIFTIS.



All Exhibitors shall participate with the **invitation code**, and the invitation code will be sent to the Exhibitors by Sponsors.

## 2. Log in to the official website of CIFTIS and submit the exhibition information.

- Log in the official website of CIFTIS, and submit the exhibition invitation code and related information for the exhibition.
- Create personnel information for the company and submit personnel badge application.

## 4. Become Exhibitors

- The status of the company's application, after approving by the Sponsors, will be updated to be "Approved", and then the company officially becomes an Exhibitor.
- The badges of the off-line Exhibitors, after processing, will be notified for acquisition.

## 1. Provide exhibition materials and obtain the invitation code from the Sponsors.

Enterprises need to file an application and submit relevant exhibition materials to the Sponsor of each sector.

After confirming the identity of the Exhibitor, the Sponsors will issue an invitation code, and the company will register for the exhibition based on the invitation code.

## 3. The Sponsors approve the exhibition information.

The Sponsors will approve the exhibition information of the enterprises.



# Log in the official website of CIFTIS.

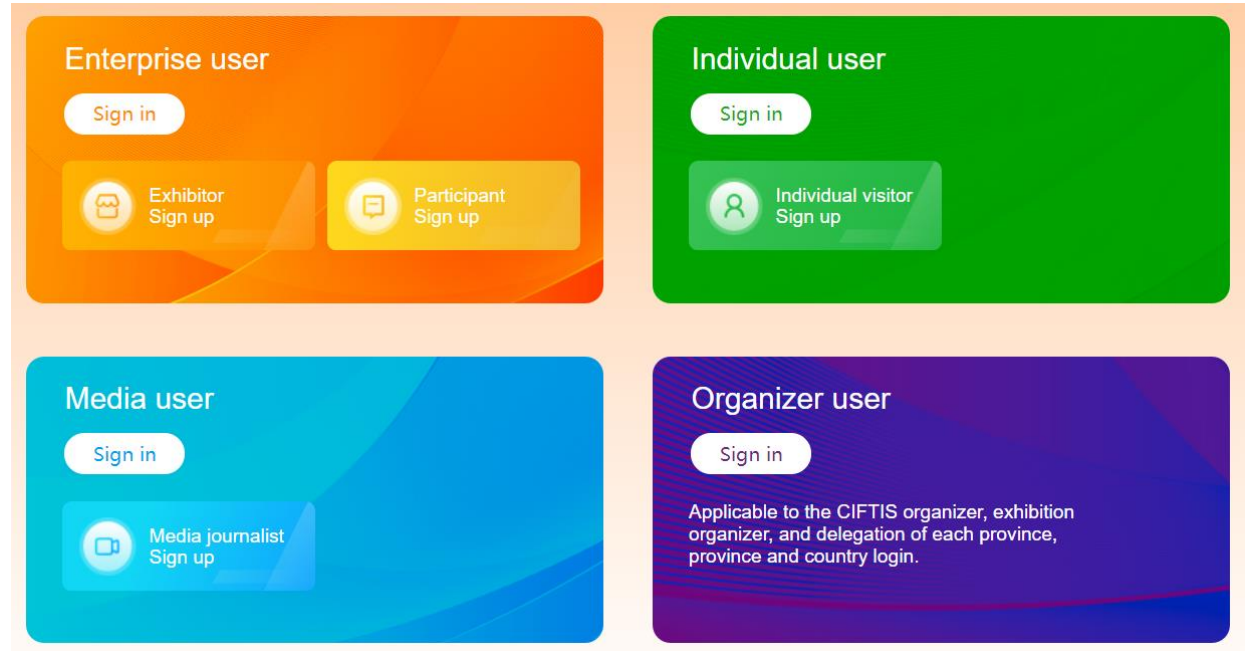
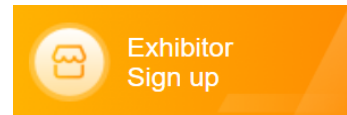
## Step 1: Visit the official website

Open the official website of CIFTIS (Chrome, Firefox browsers are recommended)

<https://www.ciftis.org>, and click the on-line registration button on the homepage or the button in the upper right corner.

**After entering the page as shown on the right side,**

- New registration please select
- Registered users please select



# Log in the official website of CIFTIS.

## Step 2: Create an account

Fill in the username, password, commonly used cellphone number.

- Username: Supporting 4-20 letters, numbers, underline “\_”, hyphen “-”.
- Password: 8-20 digits in length, which must contain letters and numbers.

Click “Next”

**Please sign up with a Chinese cellphone number.**

**If you do not have a Chinese cellphone number, please sign up with an e-mail.**

**Note: Please keep your username and password carefully, avoiding leaks.**

The screenshot shows the 'Enterprise sign up' page with a three-step progress indicator: 1. Account information, 2. Enterprise information, and 3. Sign up successful. The first step is active. The form contains the following elements:

- A text input field for 'Please enter username'.
- A text input field for 'Please enter password'.
- A dropdown menu for the country code, currently showing '+86', and a text input field for 'Please enter mobile phone'.
- A 'Verification' dropdown menu, a text input field for 'Please enter verif', and an orange 'Send' button.
- A checkbox with the text 'I have read and agree to the "Registration Agreement"'. The checkbox is currently unchecked.
- A grey 'Next' button.
- A 'Sign up with email' link.

# Log in the official website of CIFTIS.

## Step 2: Create an account

Complete the registration information and submit for account creation.

- **Enterprise ID:** It is recommended to enter the enterprise name in **Pinyin** or **English abbreviation**.

It supports 4-20 letters, numbers, underline “\_”, hyphen “-”.

**Please remember your enterprise identity for further log-in.**

- Enterprise Information:

### **Enterprise Name**

Only one account can be registered for each name, and please fill in the name on the business license.

### **Industry**

Please choose the industry field that the enterprise belongs to according to the actual situation.

After completing the information, please click “**Submit**”.

### Enterprise sign up

Account information    2    Enterprise information    3    Sign up successful

Please set an enterprise id. When the users sign in, they need to enter it!

\* Enterprise id:

Enterprise information

\* Enterprise Name:

\* Enterprise registration:

\* Industry:

\* Industry fields of concerned:

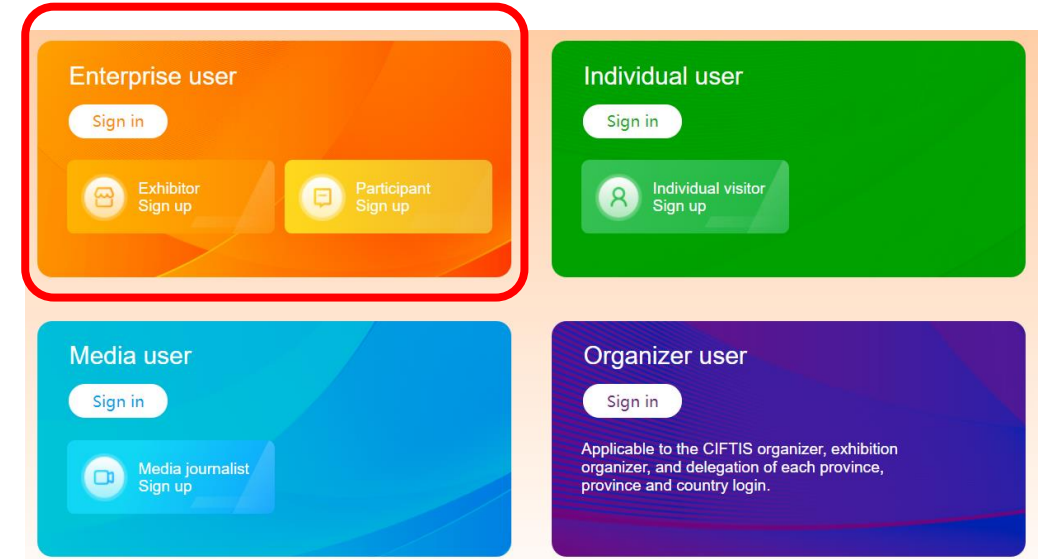
Submit

# Log in the official website of CIFTIS.

## Step 3: Log-in

After submission, the account is created successfully.  
Click “Sign in”, and enter the user page.

Enter the **enterprise identity, username** and **password** you just set up, and complete the sign up. After that, you can continue to submit information for exhibition.



## ? FAQs

Q: What can I do if I forget the password or company identity?

A: If it shows “Incorrect username or password”, please click “Forgot password” to recover the password.

If the username is wrong, please contact the sponsor and find back your username and company identity.

# Submit exhibition information.

## Fill in exhibition information.

- Contact information: Please fill in the business contact information, which is visible to other companies.
- **Exhibition type:**  
**On-line Exhibitors:** Companies that only apply for on-line exhibition **cannot submit** applications for **badge**.  
On-line and off-line Exhibitors: on-line + off-line exhibitors can submit an application for badge.
- Invitation code of the affiliated institution/delegation: Please fill in the invitation code you received for the exhibition. Please note that the invitation code can only be used once, please do not apply it again.
- Other exhibition information: The purpose, content and demand for exhibition. Please fill in the information according to the actual situation.

\* Enterprise id:

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**Business contact information**

\* Name:

\* Duty:

\* Phone:

\* Email:

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**Exhibitor Information**

On-line exhibitor: If you are only an on-line exhibitor on the digital platform (website or APP) and you will not set up booth on site or assign you staff to the site of the CIFTIS, please select **\*\*On-line Exhibitor\*\***

On-line and off-line exhibitor: If you need to set up a booth on site and assign your staff to the site of the CIFTIS, please select **\*\*On-line and Off-line Exhibitor\*\***

\* Exhibition type:  On-line Exhibitors  On-line & Off-line Exhibitors

\* Invitation code of the affiliated institution / delegation:

Affiliated institution / delegation: Tourism Services

\* Exhibition purpose:  Understand industrial policies, industry trends and trends  
 Communicate with peers  Find a partner  
 Marketing / Purchasing Service Products

Exhibiting content:  0/1000

Exhibiting requirements:  0/1000

# Submit exhibition information.

## Fill in company information

- Commercial reg. No.: Enterprises, public institutions and social groups **registered in China must fill in the commercial registration number actually**; other units do not need to fill in it.
- Enterprise Nature: For entities that are not enterprise, public institutions and social groups, please select “Other Organisations”.
- Type of Enterprise: Please select Domestic Investment, Hong Kong, Macao and Taiwan Investment, or Foreign Investment. This field does not affect the approval, and please just fill in the information according to the actual situation .
- Fortune Global 500 or not: For Fortune 500 companies, please check “Yes”, and enter keywords to select the enterprise name.
- URL: Please fill in the URL corresponding to the company's homepage or main business. There is no need to fill in the URL if the company does not have one.
- Enterprise Introduction: After the application for the exhibition is approved, the enterprise introduction will be displayed to the public and other companies. Please fill in it carefully. Fill in it in a minimum of 50 characters and a maximum of 1,000 characters.

Click “Submit”, and wait for the approval by the Organizing Committee.

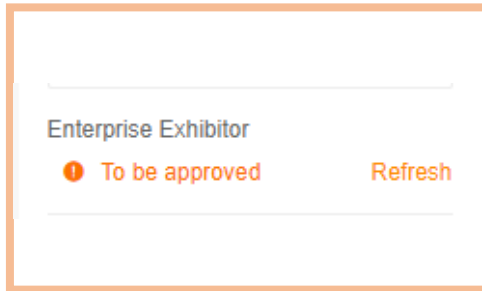
The screenshot shows a web form titled "Enterprise information" with the following fields and options:

- \* Enterprise Name:** A text input field.
- \* Entity nature:** Radio buttons for "Domestic enterprises" (selected), "International enterprises", and "Other organisations".
- \* Commercial reg. No.:** A text input field with the placeholder "Please enter Commercial reg. No.".
- \* Industry:** Two dropdown menus.
- \* Address:** Three dropdown menus for country, province, and city.
- \* Type of Enterprise:** Two dropdown menus, one with "D" and "Joint" options.
- \* Fortune Global 500 or not:** Radio buttons for "yes" and "no" (selected).
- Website:** A text input field containing "www.ciftis.com".
- Enterprise introduction:** A text area with a character count of "0/1000".
- Submit:** An orange button at the bottom.

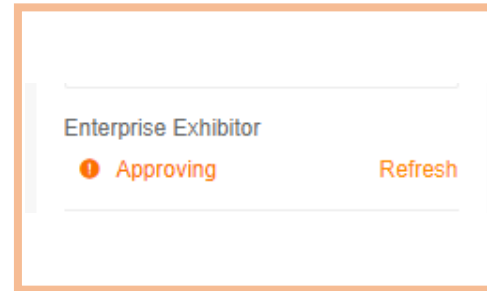
# Submit exhibition information.

## View approval status

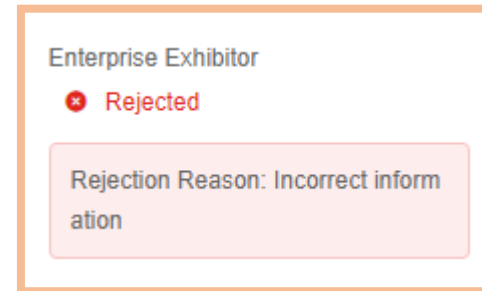
After an enterprise applies for exhibition, it needs to be approved by the Organizing Committee. You can check the approval status in the enterprise card in the upper left corner of the Account Center page:



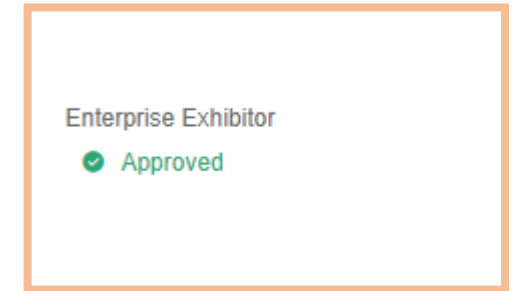
Under the status of "To be approved", the exhibition information can be updated.



Under the status of "Approving", the exhibition information cannot be edited.



Under the status of "Rejected", view the reasons for "Rejected". Edit the information and re-submit the application.



Approved. The final status of application approved for exhibition

In the process of "To be approved", enterprises applying for on-line and off-line exhibitions can enter the operation background and submit personnel badge applications.

Enterprise Exhibitor

Click "Enter Operation Platform" to perform personnel badge application, reservation of cloud negotiation room, online exhibition hall construction (only for exhibitors), etc.

Enter Operation Platform

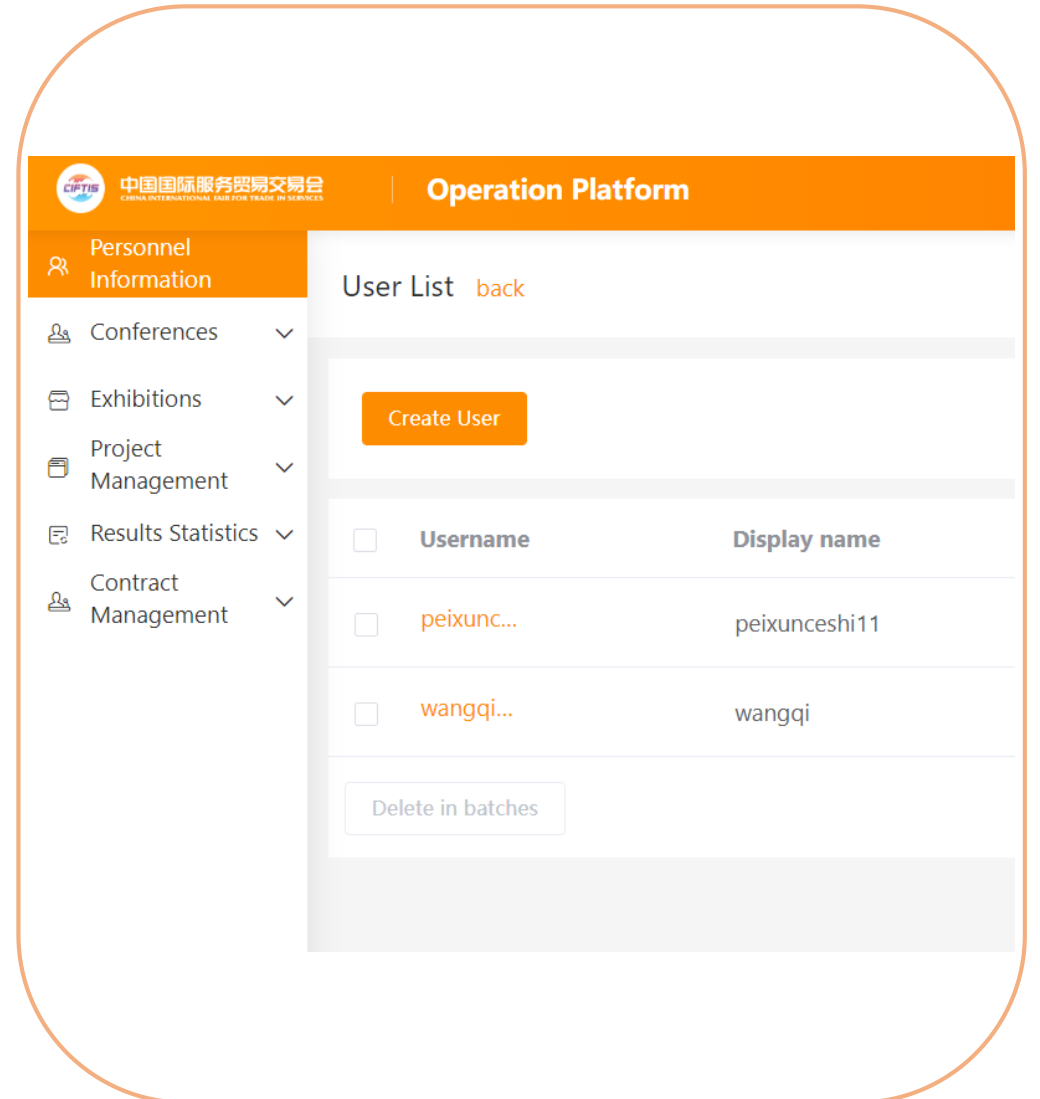


# Submit the personnel information of the enterprise.

## Step 1: Personnel registration

At the operation background, click the “**Personnel Information**” menu .

- The administrator account is displayed by default. You can click “**Edit**” to complete the information of the administrator.
- Click “**Create User**” to create other personnel account under the company.




# Submit the personnel information of the enterprise.

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## Fill in personnel information of the enterprise

- Username: Enterprise's personnel can log in the official website, APP and operation background of CIFTIS with the "enterprise id" + "username".
- Password: The system automatically generates an **8-digit** password, which can be modified. You can also create a user first, and then click "Reset the password" later – when you reset the password, the system will send the new password to the sub-user via SMS.
- Display name: The real name of the enterprise's personnel will not be visible to other companies. You can maintain names such as "Manager Wang" for external display.

\* Username:   
4-20 characters, with lowercases, numbers, mid-line "-" and underline "\_" only

\* Password:    
Password shall be of 8-20 digits in length and contain both letters and numbers

Display name:   
Display name can be retrieved. Default as the user name if not filled in.

# Submit the personnel information of the enterprise.

- Nationality: Please select the nationality of the company personnel.
- Name: Fill in the real name of the user; for users with a nationality of “Overseas”, the name must be filled in **English**.
- Gender: Select user’s gender.
- Certificate Type: Please fill in the badge number of the enterprise personnel. Domestic personnel fill in the ID number, Hong Kong, Macao and Taiwan personnel fill in the Hong Kong, Macao and Taiwan (Home-Visiting Certificate, MTP) document number, and overseas personnel fill in the passport number.
- Birthday: Please fill in the date of birth of the personnel.
- Cellphone number: It is required for domestic personnel. At least one for cellphone and email address is required for overseas and Hong Kong, Macao and Taiwan personnel.

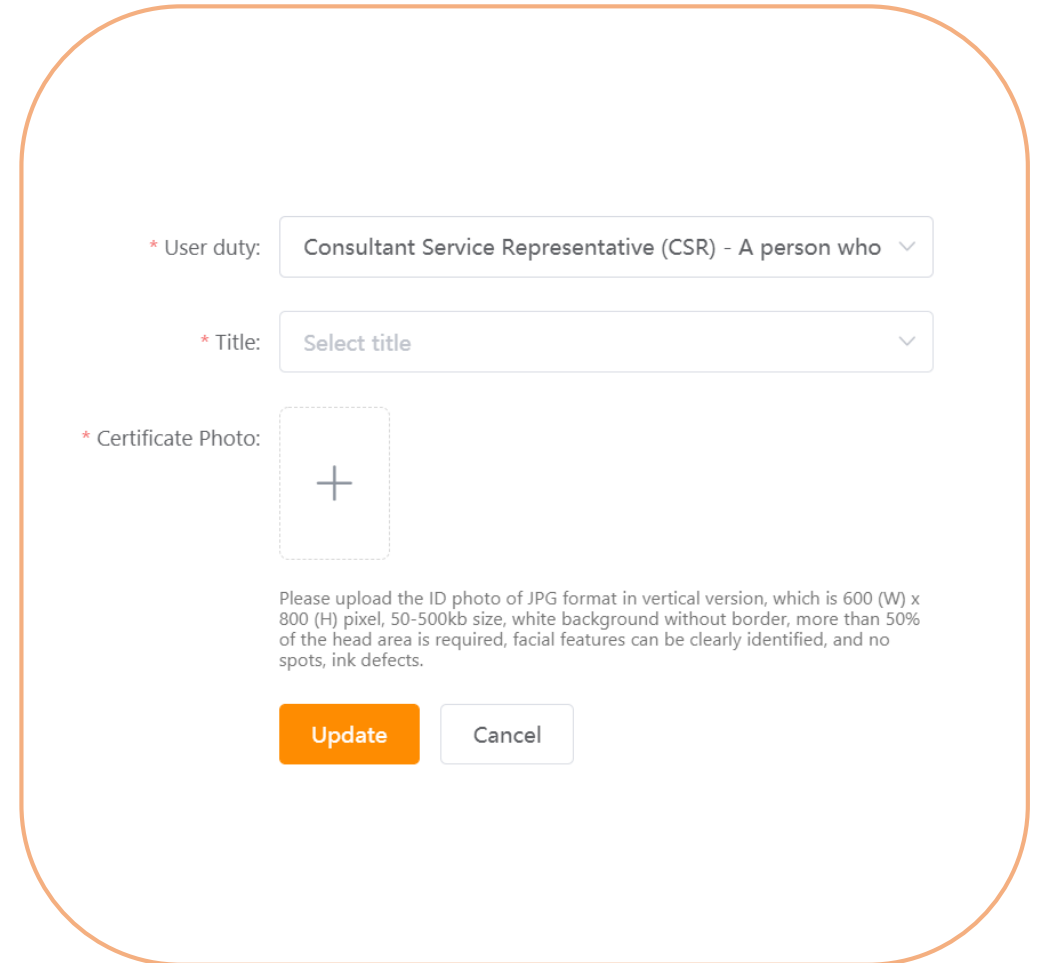
The form is contained within a rounded orange border and includes the following fields:

- \* Nationality:** Two dropdown menus. The first is set to "Domestic" and the second is set to "China".
- \* Name:** Two input fields. The first is labeled "Surname" and the second is labeled "Name".
- \* Gender:** Radio buttons for "Male" and "Female".
- \* Certificate Type:** A dropdown menu set to "ID Card".
- \* Certificate No.:** A text input field.
- \* Birthday:** A date picker field with the text "Select date".
- \* Cellphone:** An input field with a dropdown menu set to "+86".
- Email:** A text input field.

# Submit the personnel information of the enterprise.

- User duty: Please select the appropriate duty for the personnel.
  - Business Representative : A person who can conduct online business negotiations (by text and video) with signing intention on behalf of the enterprise.
  - Consultant Service Representative (CSR) : Personnel who can chat with merchants in time in CIFTIS app.
- Title: Senior leader, Middle-level leader and General worker.
- Certificate Photo: If you need to create a badge, please follow the instructions on the page to provide a clear photo.

Click “**Create**” for the personnel account creation.



\* User duty: Consultant Service Representative (CSR) - A person who

\* Title: Select title

\* Certificate Photo:

Please upload the ID photo of JPG format in vertical version, which is 600 (W) x 800 (H) pixel, 50-500kb size, white background without border, more than 50% of the head area is required, facial features can be clearly identified, and no spots, ink defects.

Update Cancel

# Submit application for exhibition badge of personnel of the enterprise.

## Step 2: Submit the badge application.

Return to the list of enterprise personnel, check the personnel who need to be certified, and click the “Badge creation in batches” button [or click “Apply for badge” for the designated personnel].

**Note: All kinds of off-line activities must be attended with a badge. Those who have not applied for badge cannot participate in off-line exhibitions, conferences or activities.**

<input checked="" type="checkbox"/>	Username	Display name	Cellphone	Email	User Type	Badge Type	Badge under Review	Operate
<input checked="" type="checkbox"/>	peixunceshi11	peixunceshi11	-	3023727219@qq.com	Others	-	Not applied	<a href="#">Edit</a> <a href="#">Reset password</a> <a href="#">Apply for badge</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	test1	wang	18632666666	123456@126.com	Consultant	Exhibitor	To be approved	<a href="#">Edit</a> <a href="#">Reset password</a> <a href="#">Update application for badge</a> <a href="#">Delete</a>
<input checked="" type="checkbox"/>	test2	Mr Han	18232453232	342343@126.com	Others	-	Not applied	<a href="#">Edit</a> <a href="#">Reset password</a> <a href="#">Apply for badge</a> <a href="#">Delete</a>

Total 3    10/page    < 1 >    Go to 1

# Submit application for exhibition badge of personnel of the enterprise.

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Select the type of badge to be created for the selected person, and then click the “OK” button.

After submitting the application, please wait for the approval by the Organizing Committee. After the final approval, the system will automatically submit for badge, and the relevant institution will contact the enterprise to obtain the badge.

Apply for participation ×

\* Certificate Type:  Exhibitor  Representative  Buyer

Please confirm that user information is authentic and accurate. Where modification is needed: please edit and save it before submission.

You may modify the user information at any time after submission, but **please note that the modified information will not be synchronized with the Organizing Committee before an application is filed for badge updating.**

Submit the information of below 2 persons to apply for participation now?  
**peixunceshi11, test2**