Manual for making APC payments to *EVERGREEN*

This document describes how to make payment for APC (article processing charges) to *EVERGREEN*.

EVERGREEN currently arranges APC payments using the existing platform (https://www.siscloud-kifu.jp/as-dr/common/dreIndex/?donaKindId=10&distId=D190313132&langId=1). The language of the site can be either in Japanese or English. The website displays as "Kyushu University Donation Entry" even though the payment will be allocated to *EVERGREEN*. Moreover, users should see the entry of "Type of donation" as the "Fund of EVERGREEN -Kyushu University Faculty of Engineering Sciences".

Please see below for the details for the entries.

Entry	Value	Explanation
Donation Information		Payment will be allocated to EVERGREEN
＊Please note that all fields followed by an asterisk must be filled in.		Describes the compulsory fields.
Type of donation	Fund of EVERGREEN -Kyushu University Faculty of Engineering Sciences	Describes the target fund.
＊Payment method	Credit	Type of payment method.
＊Amount of donation		Please obtain the amount to be paid from EVERGREEN.
Subscription Information		
＊Please note that all fields followed by an asterisk must be filled in.		
＊Individual / Corporation		Please choose individual.
＊Name		Please provide the first and last names.
＊Date of birth		Please provide the DOB in YYYY/M/D format.
＊Address		Please provide the address.
＊City/State/ZIP		Please provide city/state/zip code.
＊Country		Please enter the name of your country.
Phone number		Optional.
＊E-mail address		Please provide the email address.
＊Relationship to university		Please choose "Other" from the dropdown list.
General		Please enter "APC for EVERGREEN from your conference name"
Credit Card Information		
＊Please note that all fields followed by an asterisk must be filled in.		
＊Credit card number		Please enter the credit card numbers without the hyphens.
＊Valid through		Please provide the month and year of the card validity.
＊Security code		Please enter CCV of the credit card.

Questionnaire

（1） Regarding the use of donations	Please enter "APC for your conference name"
（2） Regarding the donation procedure	Please enter "APC for your conference name"

Please tick the check box and click "CONFIRM" button at the bottom of the page.

☒ Please check if you agree to the personal information handling procedure.

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