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Registering and Logging in for PCS 2.0

1. Go to the ICIS 2020 submission site: https://new.precisionconference.com/user/login
2. If you do not have an account for PCS 2.0 (you will, if you have submitted to recent conferences such as AMCIS, ECIS, HICSS), create an account.
   a. Create Account
b. Enter your suggested Login Information:

\[
\begin{array}{|c|c|}
\hline
\text{First name} & Testing \\
\hline
\text{Last name} & Testuser \\
\hline
\text{Email address} & testuser@testdomain.com \\
\hline
\end{array}
\]

[Register]


c. Obtain your Login Information by checking your inbox and confirming the email address:

Email has been sent to Your E-Mail.
Please click on the link in that email to continue.

If you do not receive the email, please check your Junk or Spam folders.

Microsoft Outlook is particularly aggressive at dropping email without notice.
If you use Outlook, you should ask your organization to whitelist precisionconference.com

Sign in below to submit a contribution, to sign up as a reviewer, or to review assigned submissions.

PCS account registration: Please confirm your email

users@precisionconference.com

Thank you for registering with the PCS submission and review system.
Please click below to confirm your email and set up your account. Confirm your email.
If you did not initiate this registration, you may safely ignore this email.

Thank you.

(This is an automatically generated message.)
d. Update personal information (user and contact information):

Welcome to PCS. Here you can submit to conferences, review for conferences, and chair your own conferences.

Please choose a username and password:

Username: Testuser

Password: **********

Retype Password: **********

Submit

Next, you’ll be asked to provide your contact information.

Contact Information

Title

Given name: Testing

Initial or middle name

Family name: Testuser

Suffix

Email: testuser@testdomain.com

Recovery email 1

Phone number

Web page

Affiliation

Dept/School/Lab: IS Testing

Institution: University of Testing

City: Test City

State/Province: Test Country

Country: Test Country

add one | remove last

Record Changes

Your username and password have been saved.
e. Agree to terms of use and privacy information:

3. If you have an account:
   a. Enter your “Username” and “Password” and select “Sign in”
   b. If you do not know your password or have forgotten it, click on the “Reset my password” link.

Submitting a Paper
1. Once logged in, select the “Submissions” tab. Then choose “AIS” under Society. Select “ICIS 2020” as the Conference/Journal and select “ICIS 2020 Submission” (to submit either a completed research paper, a short paper, a practitioner paper, a teaching case, a PDW or a panel proposal) as a “Track”. Please do NOT choose the ICIS 2020 test instance!
2. Hit GO
3. Afterwards, a new submission is created. Please note the following:
   a. You are able to select one of the specific research tracks afterwards.
   b. TREO talks and Paper-a-Thon submissions will only be opened in late May.

Questions? Email: ICIS2020reviewcoord@gmail.com
4. Edit your submission to complete it.

![Submission Interface]

1. Make a new submission to

2. Existing Submissions

3. Once you click “edit submission”, the first thing you will need to do is choose your track:

   - Making Digital Inclusive • Blending the Local and the Global
   - Digital Learning Environments and Future IS Curricula
   - IS and the Workplace and the Future of Work
   - IS in Healthcare
   - IS in Education
   - IS in Security, Privacy, Legal and Ethical Issues in IS
   - IS in the Workplace and the Future of Work
   - User Behavior, User Engagement, and Consequences
   - Blockchain, DLT, and FinTech
   - Social Media and Digital Collaborations
   - The Sharing Economy, Platforms, and Crowds
   - Digital Innovation, Entrepreneurship, and New Business Models
   - IT Implementation and Adoption of Digital Technologies
   - Governance, Strategy, and Value of IS
   - IS Development and Project Management
   - IT and the Smart Connected World
   - Advances in Research Methods
   - Digital Commerce and the Digitally Connected Enterprise
   - Mobile
   - Professional Development Workshops (PDW)
   - Poster Session

Questions? Email: ICIS2020reviewcoord@gmail.com
6. Next, choose your **paper type**, insert the **paper title**, add all **authors** with their corresponding **affiliation**, enter an **abstract** (max 150 words) as well as at least three **keywords**:

- **Paper Type**
  - Completed Research Paper
  - Short Paper
  - Teaching Case
  - Panel
  - Professional Development Workshop
  - Practitioner Paper

- **Paper Title**
  - Test Paper for Author Guide

- **Authors**
  - Name: Test User2
  - Affiliation: Test, Ann Arbor, Michigan, United States

- **Abstract (no more than 150 words)**
  - Test abstract for Author Guide.

- **Briefly state why the paper is a good fit with this track (no more than 75 words)**
  - The paper fits the "Making Digital Inclusive" track because it presents an empirical study on how to leverage technology to provide opportunities in rural areas.

- **Keywords**
  - Please enter at least 3 keywords
    - Keyword1, keyword2, keyword3
7. Next indicate whether the **first author** is a **PhD student** and/or a **Practitioner**.

Pick all that apply

- The first author is a PhD Student
- The first author is a Practitioner

8. Next confirm that none of the authors have more than 5 submissions to ICIS 2020.

9. Next indicate whether the paper is eligible for the Kauffman-sponsored AIS Best Paper award on Information Systems, Innovation and Entrepreneurship. **Only click this if your paper is on Innovation or Entrepreneurship.** Also indicate whether the **first author is a PhD student** at the time of the ICIS 2020 Conference in December 2020.

10. Please indicate whether the paper was published in the proceedings of another conference before. If yes, please indicate the changes. If the paper was not published before, please also note “NA” in the corresponding text field:
11. Next, check the checkbox of the “Author agreement” to agree to the policies of ICIS 2020 as stated in the submission form:

12. Finally, upload your paper, provide a “Note” concerning the file type of the paper, e.g., “Completed Research Paper,” “Short Paper,” “Practitioner Paper,” PDW, Panel, or “Teaching Case and Note” (please note that for the initial submissions Teaching Cases and Notes should be compiled to one file!), and record all changes:

Questions? Email: ICIS2020reviewcoord@gmail.com
13. You should receive a confirmation mail and the status of the paper should change to “complete”