1.1. The Notification E-mail

- You will receive an e-mail from program chair of PACIS 2019 notifying you were requested to review the submission.

- The e-mail will look like Figure 1 with titled ‘PACIS 2019 submission review request’:

```
Subject: PACIS 2019 submission review request

Dear,

I am a PC member of PACIS 2019. Could you please write a review for me on the following paper submitted to PACIS 2019:

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Number: Submission number
Title: Paper title
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The instructions on how to answer this review request can be found at the bottom of this letter.

I need to receive the review by FIRM DATE

If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?

Best regards,
AE of PACIS 2019

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To answer this review request and to view the paper, please log in to your EasyChair account associated with your email address, and you will find the review request either under Alert menu tab, or by following links EasyChair->My Conferences -> PACIS 2019.

Figure 1. The Notification E-mail
```

※ You should use (or create) an EasyChair account to follow the steps below.
2. **Login to EasyChair**

   - Access the online submission site at:
     
     https://www.easychair.org/conferences/?conf=pacis2019

   ![Login Page](image)

   - **Figure 2. Login Page**

2.1. **If you do not have an EasyChair account**

   - If you do not have an EasyChair account, click on the “create an account” link in Figure 2. Then, follow the instructions shown on the “Create an EasyChair Account: Step 1” page in Figure 3. Fill in the suggested words in the textbox to continue.

   ![Create an account for EasyChair (Step 1)](image)

   - **Figure 3. Create an account for EasyChair (Step 1)**

   - Please enter your name and e-mail address in the given fields as shown in Figure 4. After pressing continue, you will be directed to a web screen that says “Account Application Received”. Continue to wait for the confirmation e-mail. It will arrive within minutes.

   ![Create an EasyChair Account: Step 2](image)

   - **Figure 4. Create an account for EasyChair (Step 2)**
• The confirmation e-mail will look like Figure 5. Click on the link to finalize your registration to EasyChair.

![EasyChair account confirmation](image)

**Figure 5. Confirmation E-mail**

Click on this link

• A new web browser window will be opened (as shown in Figure 6). Please fill out the form.

![Create an EasyChair Account: Last Step](image)

Fill out this form

• After clicking on “Create my account” button, you will access the “Account Created” page (as shown in Figure 7). Now you can proceed to the PACIS 2019 submission page by clicking the provided link or [https://www.easychair.org/conferences/?conf=pacis2019](https://www.easychair.org/conferences/?conf=pacis2019).

![Create an EasyChair Account: Last Step](image)

**Figure 6. Create an account for EasyChair (Final Step)**

**Account Created**

Your EasyChair account has been created.

To log in for [click here](image).
2.2. **If you already have an EasyChair account**

- If you have an EasyChair account from other conferences, you can simply use your account to login into the system for PACIS 2019.

3. **Check the system notification**

- If it is the first time you login into the system, you must agree to “EasyChair Terms of Service” (as shown in Figure 8). To agree to these terms, please go to the “Alerts” tab. Then, tick the box beside “I agree to these Terms of Service” and click on “Continue”.

![Figure 8. Agree to EasyChair Terms of Service](image)

- After agreeing EasyChair Terms of Service, you will notice there is a yellow word “Alerts” on the menu. Please click “Alerts” to check the notifications (as shown in Figure 9).

- Please click the link in the “views” column and decide whether you want to review the submission or not.

![Figure 9. Click the link and give your decision](image)
4. **Response the Review Request**

- On this page, you can see the detail of the submission. You can also download the paper by clicking the folder icon (as shown in Figure 10).

- After the evaluation, you can answer your decision by clicking the link “Answer request” on the right-top corner of the page (as shown in Figure 10).

Figure 10. Response the Review Request
• Answer the review request by selecting “Your decision” and click “Select and/or Send Message” (as shown in Figure 11). If you want to send message to the PC member, tick the check box after you finish the form.

![Figure 11. Select the decision for the request](image)

• If you agree to be a reviewer, you will notice that the role name on the top of the page has changed to “subreviewer” (as shown in Figure 12). Please click the “Submit review” on the right-top of the page and go to the next step.

![Figure 12. The role has changed and click the link](image)
• Please fill out the evaluation form to provide your comments for the submission (as shown in Figure 13). After you finish the form, click “Submit review”. If your review is submitted successfully, the next page will show “Review Submitted” (as shown in Figure 14).

Figure 13. New Review

Figure 14. Submit review successfully
5. **Update Review**

- If you want to revise the review comments, please change your role to “subreviewer” and select the submission you want to revise. You will see the “Update review” on right-top of the page (as shown in Figure 15). After that, please update the review and then click the “Update review”.

![Figure 15. Update Reviews](image-url)