1.1. The Notification E-mail

- You will receive an e-mail from program chair of PACIS 2019 notifying you were added to the program committee (as a track chair).

- The e-mail will look like Figure 1 with titled ‘Welcome to the PACIS 2019 program committee!’:

```
Dear Recipient,

You have been added to the program committee of PACIS 2019 (23th Pacific Asia Conference on Information Systems). This message contains information on how to use EasyChair as an PACIS 2019 PC member. The EasyChair PACIS 2019 Web page is https://easychair.org/conferences/?conf=pacis2019

If you have no EasyChair account you should first create an account. To this end, you should use the above mentioned Web page and click on “I have no EasyChair account”.

If you have an EasyChair account, then you will not be able to access the PACIS 2019 program committee Web page using that account, since the email (e.g., gmail.com) used to add you to the program committee is not associated with your account. In this case you should do the following:

1) Log in using your account information.
2) In the EasyChair menu, follow the menu tabs “EasyChair->My account”.
3) Add your email (e.g., gmail.com) as an alternative email address to your account.

For all questions related to this invitation please contact: Jian Mou jian.mou@xidian.edu.cn

Best regards,
```

Figure 1. The Notification E-mail

※ **You should use (or create) an EasyChair account to be able to manage your track for PACIS 2019.**
2. **Login to EasyChair**

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

![Figure 2. Login Page](image)

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.

![Figure 3. Create an account for EasyChair (Step 1)](image)

- 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.

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

![EasyChair account confirmation](image)

Dear Chen Wei,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

https://easychair.org/account/create.cgi?code=8O0tTg9iJD5CvGYYX6yjhs

Best regards,
EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

![Figure 5. Confirmation E-mail](image)

• A new web browser window will open as depicted in Figure 6. Please fill out the form.

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

Hello Chen Wei! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User name:
First name (*):
Last name (*):
Company/organization (*):
Web site:
Phone (*):
Address, line 1 (*):
Address, line 2:
City (*):
Post code (*):
State (U.S. only) (*):
Country (*):
Range the password (*):

*Note: Leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the help article about names.
You may also be interested about our policy for using personal information.

![Figure 6. Create an account for EasyChair (Final Step)](image)

• After clicking on Create my account, 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.

![Account Created](image)

Your EasyChair account has been created.

To log in for click here.

![Figure 7. Account Created](image)
2.2. **If you have an EasyChair account**

- If you have an EasyChair account from other conferences, you can use that account for PACIS 2019, please login as shown in Figure 2.
- If you want to change your role (i.e. track chair, author, superchair, etc.), please go to “PACIS 2019” tab, and click on “Change role” menu as shown in Figure 8.

![Figure 8. Change Role](image)

- Then, click on the role you want to switch as shown in Figure 9.

![Figure 9. Change Role as a Reviewer](image)

3. **Access to Track Submissions**

- If it is the first login to your EasyChair account, you must agree to “EasyChair Terms of Service” as presented in Figure 10. 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 10. Agree to EasyChair Terms of Service](image)
After agreeing EasyChair Terms of Service, to see the list of submissions with their detailed information on your track, please go to “Submissions” tab as shown in Figure 11.

![Figure 11. List of Submissions](image)

### 4. Send Review Requests

- In order to invite reviewers for a certain submission, please go to “Reviews” tab and select “Subreviewers” menu. Then, click on “New request” menu on the right-top corner as shown in Figure 12.

![Figure 12. Making a New Review Request](image)

- You can click on “Add from reviewer’s pool” button to select a subreviewer, and the system will automatically fill out the profile of the selected subreviewer on the web page as shown in Figure 13.

![Figure 13. Select Reviewer from Reviewer’s Pool](image)
• If you want to send a request to a subreviewer who is not inside the reviewer pool, please enter the reviewer’s name and e-mail address and tick the check box below the email address to complete the request as shown in Figure 14. The reviewer’s profile will also be added to the pool.

![Figure 14. Enter Subreviewer’s Profile and Insert to Subreviewer’s Pool](image14)

• Please tick the check box beside the submission title you want to assign to the reviewer. You can modify the pre-written e-mail text for your purpose. Finally click on “Send Request” button as shown in Figure 15.

![Figure 15. New Review Request](image15)

Tick the check box and add the reviewer's profile to the pool

Fill in the subreviewer’s firstname, lastname and

Enter due date here for review

Tick the check box you want to send a

Assign at least two reviewers for each paper
5. **View Received Reviews**

1. In order to see the received reviews, first, please go to “Reviews” tab and select “Subreviewers” menu. Then, click on “awaiting your approval” link on status column as shown in Figure 16.

2. In other way, please go to “Reviews” tab and select “All papers” menu. Then, click on each subreviewers name as shown in Figure 17.

3. Then, you can see the “Review Request History” page for the submission as shown in Figure 18. Click on “Approve review” menu on the right-top corner.
4. Finally, you can see the submitted review as shown in Figure 19 below.

5. Then, click on “Submit review” button on the bottom to add this review to EasyChair system.
6. After clicking “Submit review” as shown in Figure 19, please go to “Reviews” tab and click on “All papers” menu. Then, you can find that “Update review” column was added as shown in Figure 20.

7. If you click on “Subreviewers” menu in “Reviews” tab, you can see the status was changed as shown in Figure 21.

- After subreviewers submitted their reviews, you need to approve “EACH REVIEW”. Please repeat step 5.3 to step 5.7 for every review of each submission.
6. **Accept/Reject Recommendation**

- In order to check the current review status of papers, please go to “Status” tab as shown in Figure 22. If you want to see all reviews and comments for this submission, please click on the title of this paper.

![Figure 22. Current Status of Papers](image1)

- If you click on the title of the paper as shown in Figure 22, you can see the “Reviews and Comments on Paper” page looks like Figure 23. In this page, you can make (or change) your recommendation for the submission by clicking “change” link.

![Figure 23. Reviews and Comments on the Paper](image2)
• Then, please choose your recommendation on pop-up yellow window looks like Figure 24 and click on “Change Decision” button.

• Please do NOT e-mail the authors about your recommendation. The final accept/reject decision will be made by the program co-chairs.

• Also, please type overall comments and your recommendations (e.g., recommendations for the best paper award and any special issues of listed journals below) in “Add Comment” area, then click on “Add Comment” button.

Figure 24. Make or Change the Recommendation
Finally, please go to “Status” tab, and click on “All papers” menu, then you can see the applied recommendation as shown in Figure 25.