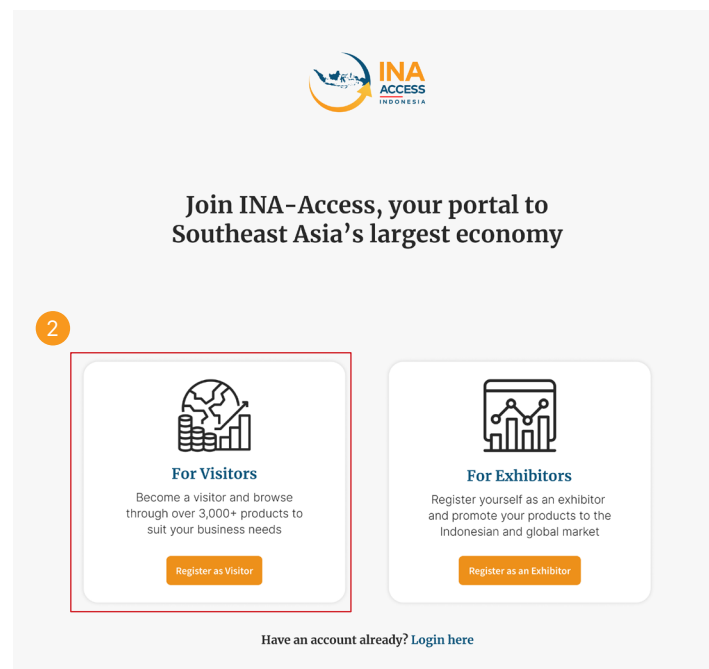
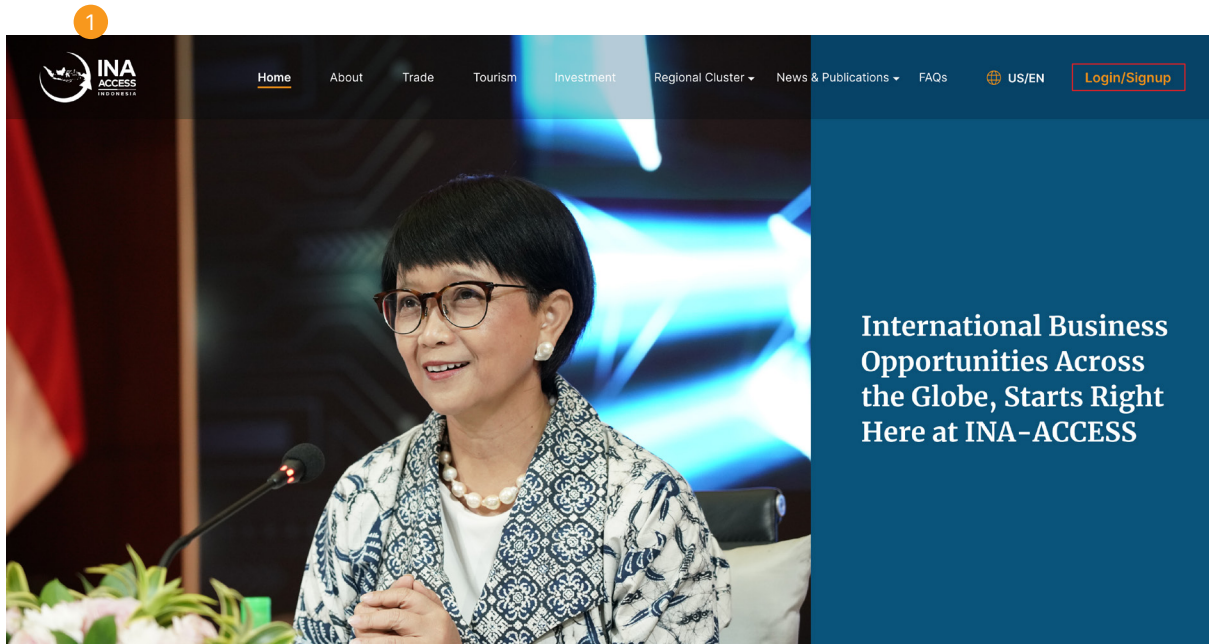


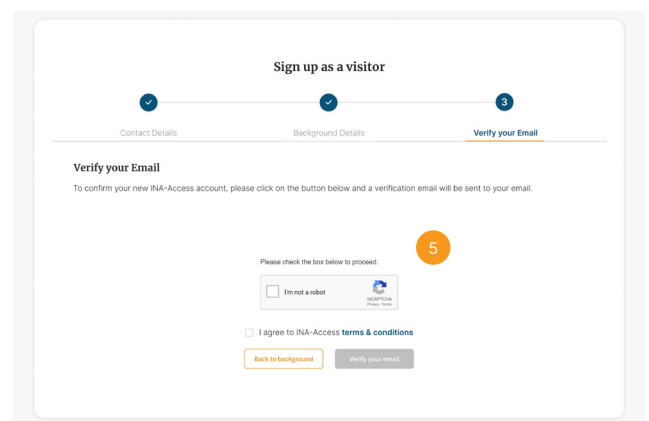
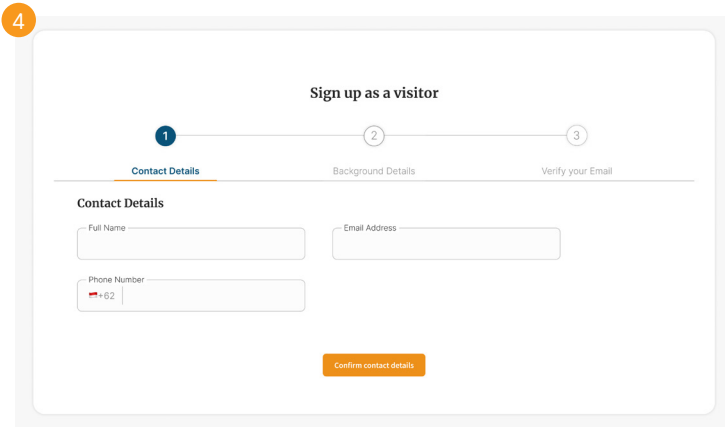
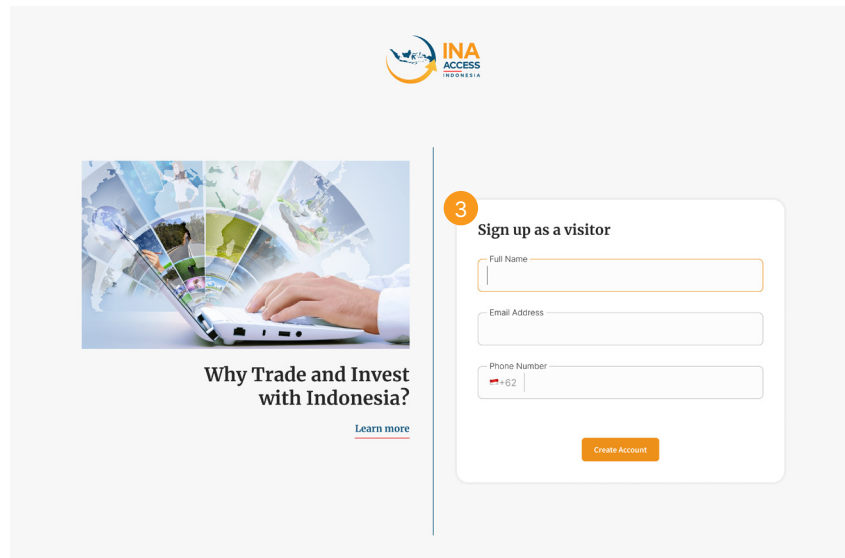
VISITOR REGISTRATION

1. To register as a visitor, go to ina-access.com on your browser and click on the sign up button on the top right.



2. Click the button **Register as an Visitor**.

3. Fill your company information in the following page.

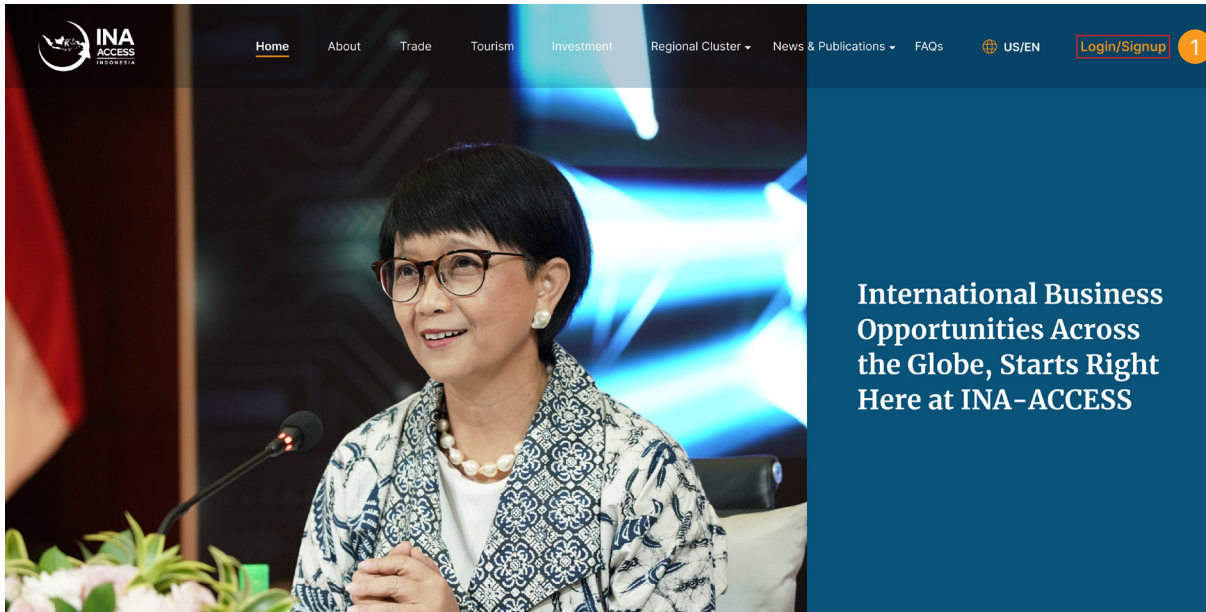


4. Once you filled in your contact details, you need to complete brief background information about yourself.

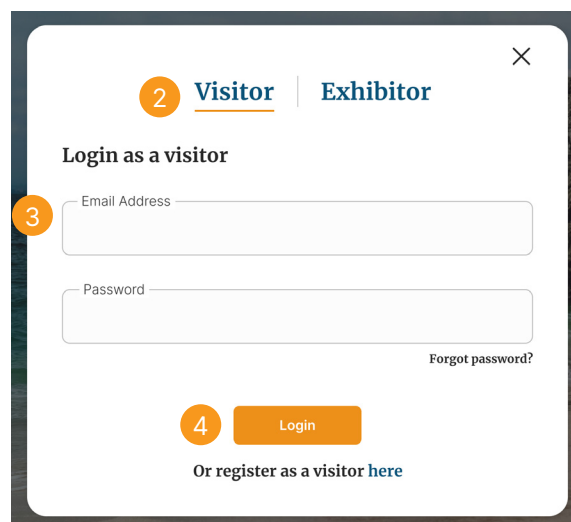
5. Verify yourself and a verification link will be sent to your inbox. Once verified, you will be able to login to **ina-access**.

VISITOR LOG IN MAIN WEBSITE

1. After verifying your visitor account, go back to main ina-access.com. Click the login button at the top right.
2. Choose Log in as an Visitor.

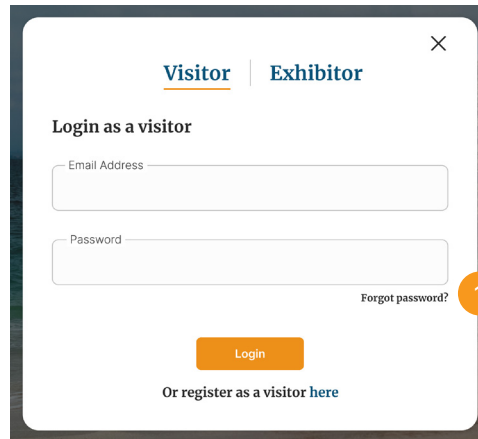


3. Fill the blank column with your Email Address and Password that has been registered.
4. Then click the Login Button.

A screenshot of a login modal window. At the top, there are two tabs: '2 Visitor' (selected) and 'Exhibitor'. Below the tabs, the text 'Login as a visitor' is displayed. There are two input fields: '3 Email Address' and 'Password'. A 'Forgot password?' link is located below the password field. At the bottom, there is a '4 Login' button and a link that says 'Or register as a visitor here'. A close button (X) is in the top right corner.

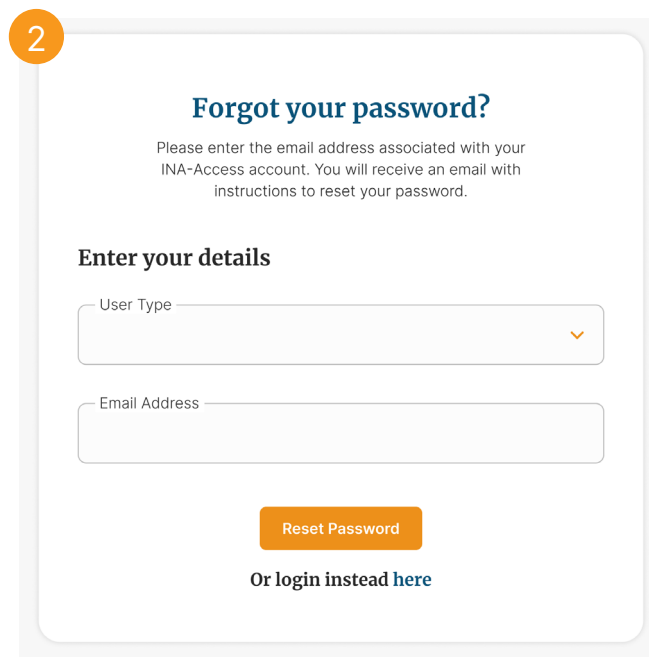
FORGOT PASSWORD MAIN WEBSITE

1. To reset your password, click on the forgot password on the login page.



The screenshot shows a login form with two tabs: 'Visitor' (selected) and 'Exhibitor'. Below the tabs is the heading 'Login as a visitor'. There are two input fields: 'Email Address' and 'Password'. To the right of the 'Password' field is a link labeled 'Forgot password?' which is highlighted by a red circle with the number 1. Below the input fields is an orange 'Login' button and a link that says 'Or register as a visitor here'.

2. Select your user type, and fill in your details to have a reset password sent to your email.



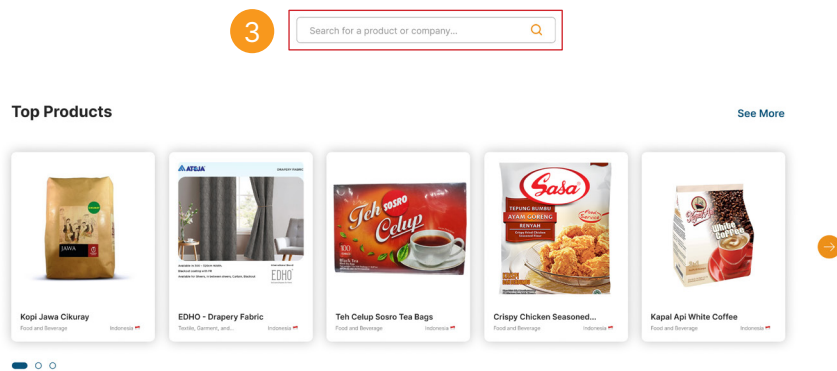
The screenshot shows a page titled 'Forgot your password?'. Below the title is a paragraph: 'Please enter the email address associated with your INA-Access account. You will receive an email with instructions to reset your password.' Underneath is the heading 'Enter your details'. There are two input fields: 'User Type' (a dropdown menu) and 'Email Address'. Below these fields is an orange 'Reset Password' button and a link that says 'Or login instead here'.

SEARCHING FOR A PRODUCT

1. You can search products and ask questions to the exhibitor.
2. Navigate to the Trade section, and you can see products being displayed.

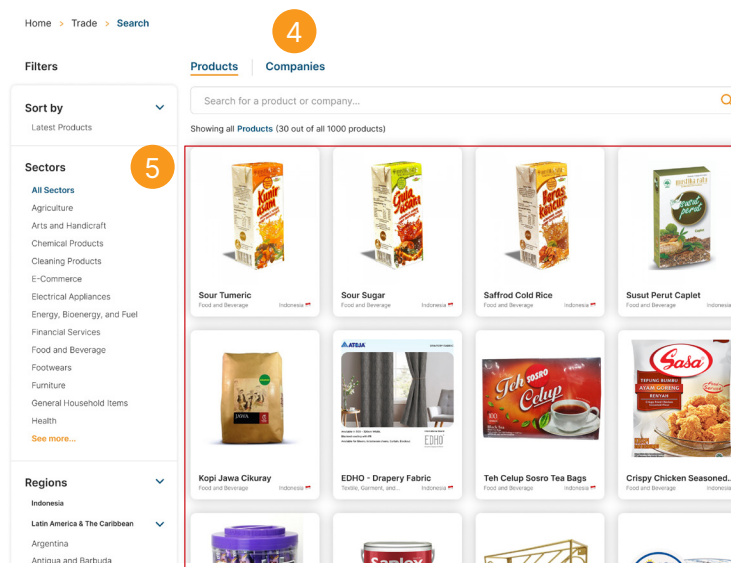


3. Scroll down until you see a search bar. You can key in keywords to look for a product.



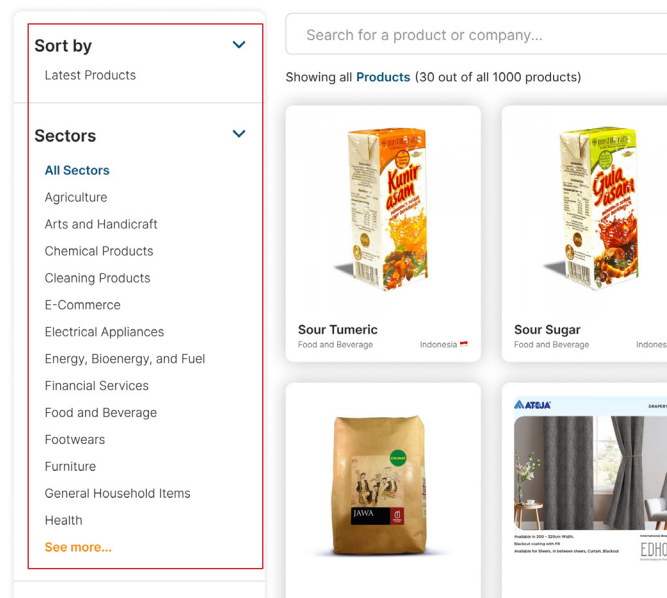
4. Once the search page shows some results, you can also browse for other companies by switching to the Company search.

5. Click on a product card to learn more about each company respectively.



NARROWING YOUR SEARCH

1. There are a wide range of products to browse from. To help you narrow your search, you can use the filter on the bottom left-hand side.



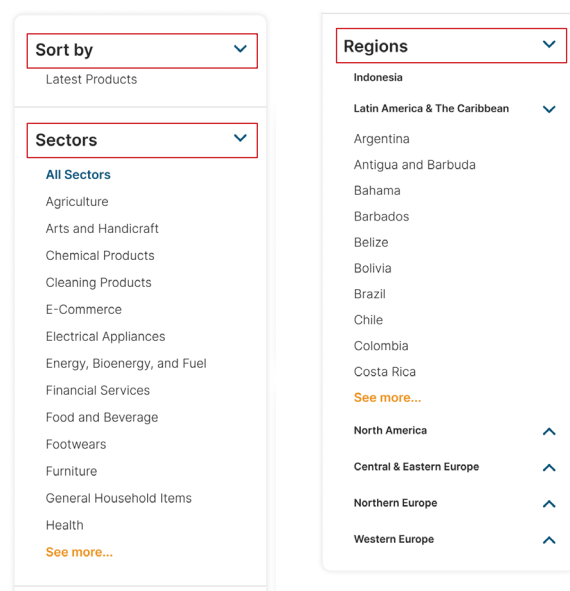
2. There are a few filters you can utilise:

2.1 Search from the **most recent** products added.

2.2 Find a product from a specific **sector**.

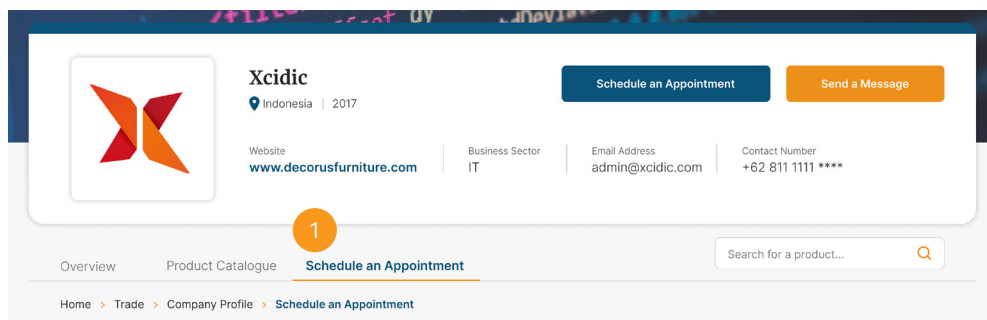
2.3 Find a product from a specific **country**.

3. You can use these filters to narrow down your product/company search.



SCHEDULE AN APPOINTMENT

1. Once you found your product, navigate to the appointment tab on the company page.
2. Complete the appointment form application to schedule a one-on-one meeting with the exhibitor.



3. Fill in the following appointment form, starting from which event you're attending, person-in-charge details, meeting details, and your message to the exhibitor.
4. Once the form is filled, you can submit your request by clicking on the submit button.

3

Please select which event you are attending

INA Business Forum*
▼

Please enter your details

Company Name*

PIC Email Adress*

PIC Name*

PIC Phone Number*
+62

Please enter the meeting details

Date*

Do you have a meeting link?*

Time*

Please enter your message

Message subject*

Message*

Note: Your appointment request will be sent to the exhibitors' email to be reviewed and any replies made by the exhibitor will be sent to your email.

4

Submit appointment request

