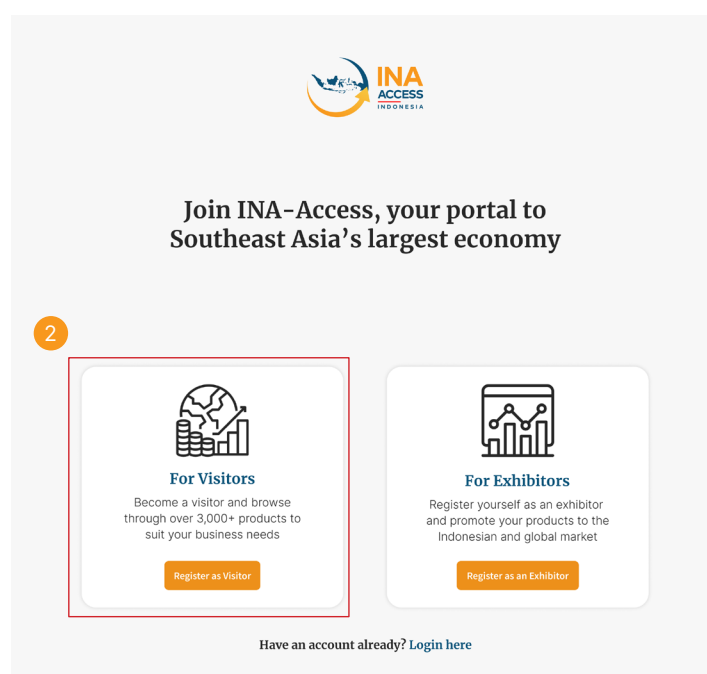
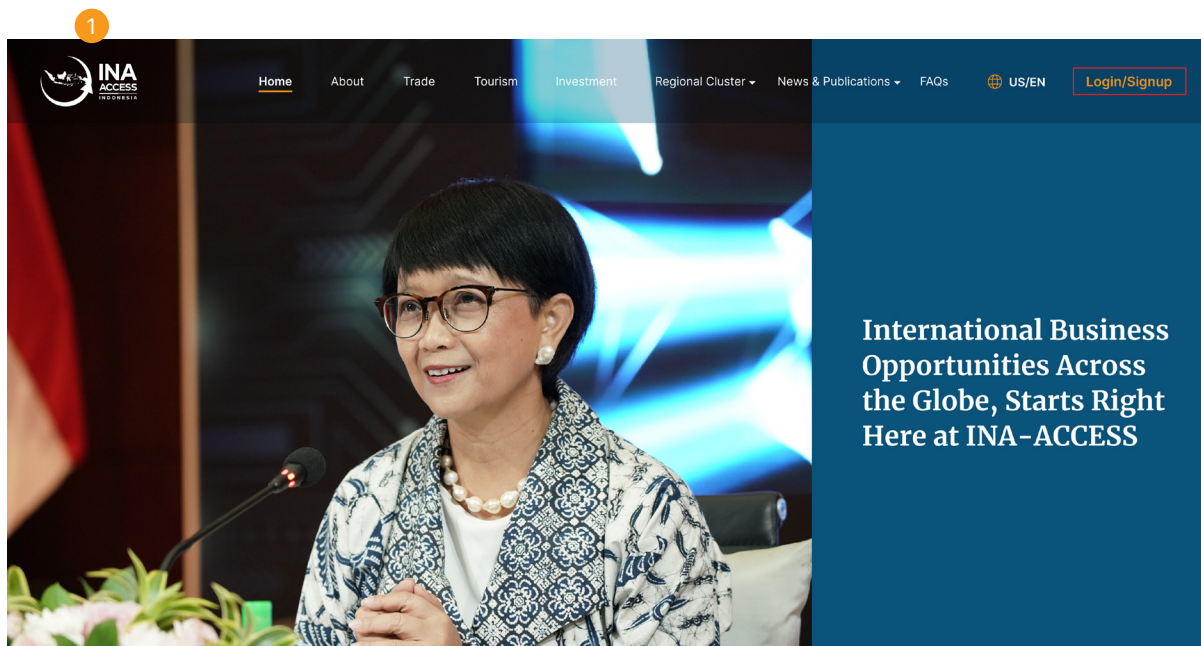




INA-ACCESS VISITOR'S / BUYERS GUIDE


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.





Why Trade and Invest with Indonesia?

[Learn more](#)

3 Sign up as a visitor

Full Name

Email Address

Phone Number

[Create Account](#)

4

Sign up as a visitor

1 2 3

Contact Details Background Details Verify your Email

Contact Details

Full Name

Email Address

Phone Number

[Confirm contact details](#)

Sign up as a visitor


1 2 3

Contact Details Background Details **Verify your Email**

Verify your Email

To confirm your new INA-Access account, please click on the button below and a verification email will be sent to your email.

Please check the box below to proceed.

☐ I'm not a robot 

☐ I agree to INA-Access [terms & conditions](#)

[Back to background](#) [Verify your email](#)

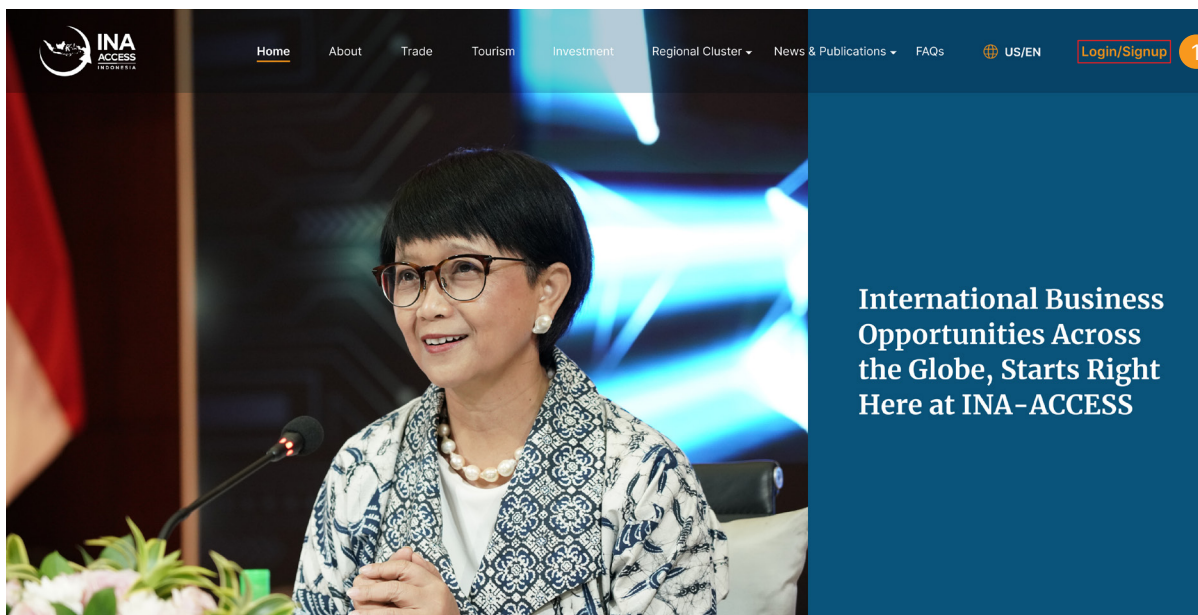
5

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

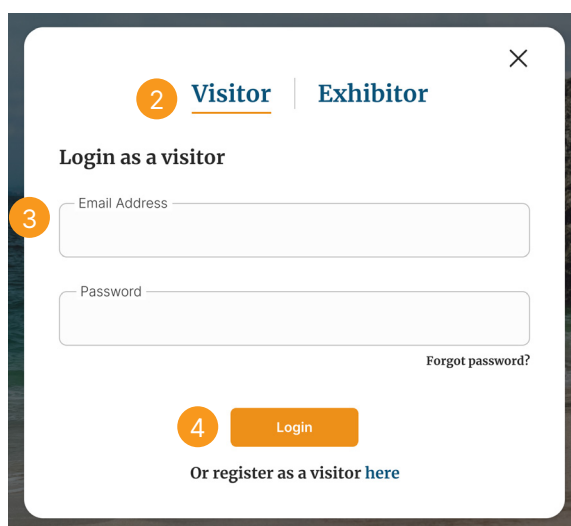
5. Verify yourself and a verification link will be sent to your inbox. Once verified, you will be able to login to **ina-access**.

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.

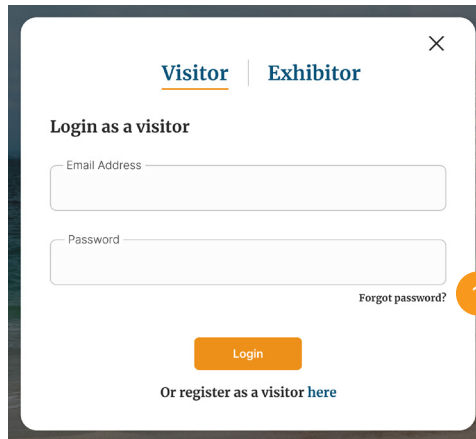


3. Fill the blank column with your Email Address and Password that has been registered.
4. Then click the Login Button.



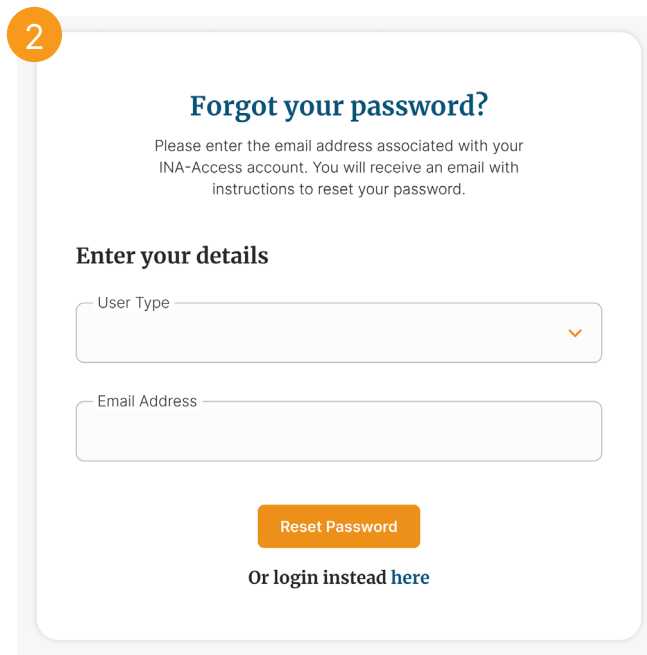
FORGOT PASSWORD MAIN WEBSITE

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



The screenshot shows a login modal with two tabs: 'Visitor' (selected) and 'Exhibitor'. Under 'Login as a visitor', there are input fields for 'Email Address' and 'Password'. A 'Forgot password?' link is located to the right of the password field, marked with an orange circle containing the number '1'. Below the fields is an orange 'Login' button and a link '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.



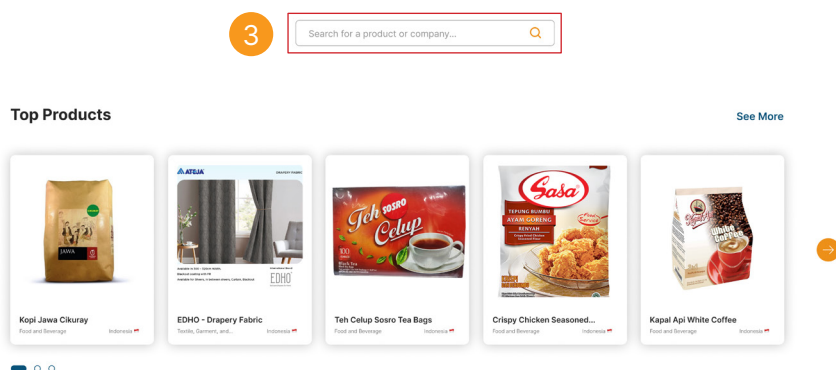
The screenshot shows a 'Forgot your password?' form. It includes a heading 'Forgot your password?' and a subtext: 'Please enter the email address associated with your INA-Access account. You will receive an email with instructions to reset your password.' Below this is a section 'Enter your details' with a 'User Type' dropdown menu and an 'Email Address' input field. An orange 'Reset Password' button is at the bottom, followed by a link 'Or login instead [here](#)'. An orange circle with the number '2' is in the top left corner of the form area.

SEARCHING FOR A PRODUCT

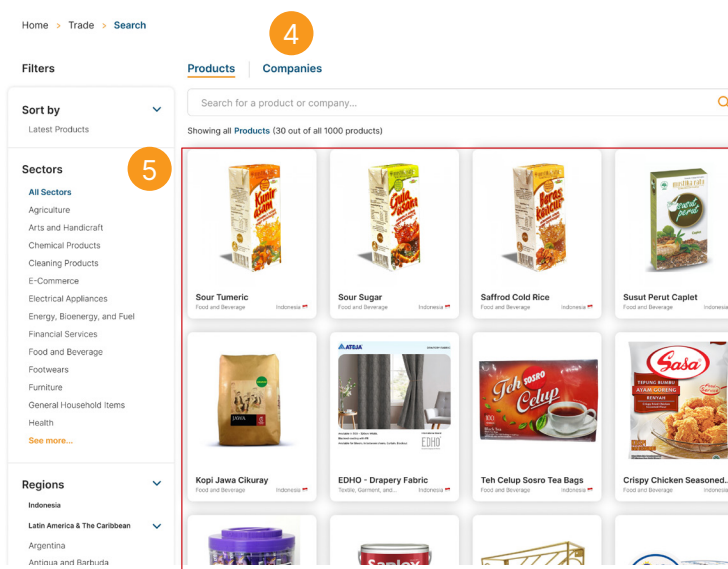
1. You can search products and ask questions to the exhibitor.
2. Navigate to the Trade section, and you can see products being displayed.



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

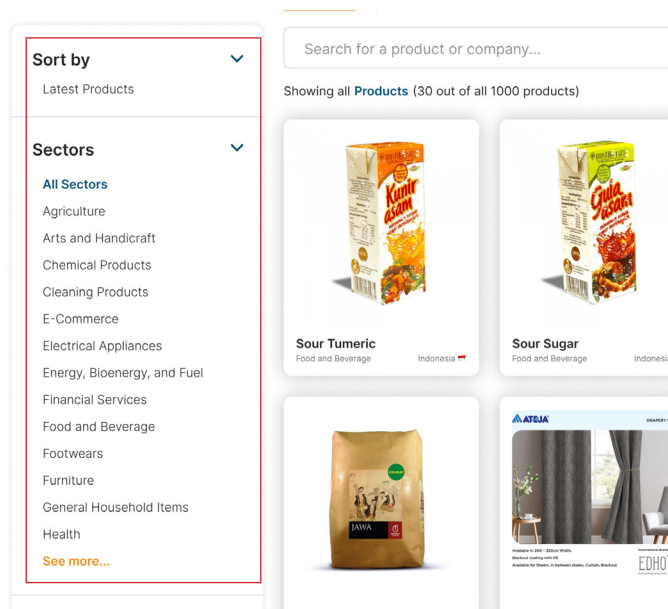


4. Once the search page shows some results, you can also browse for other companies by switching to the Company search.
5. Click on a product card to learn more about each company respectively.



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.



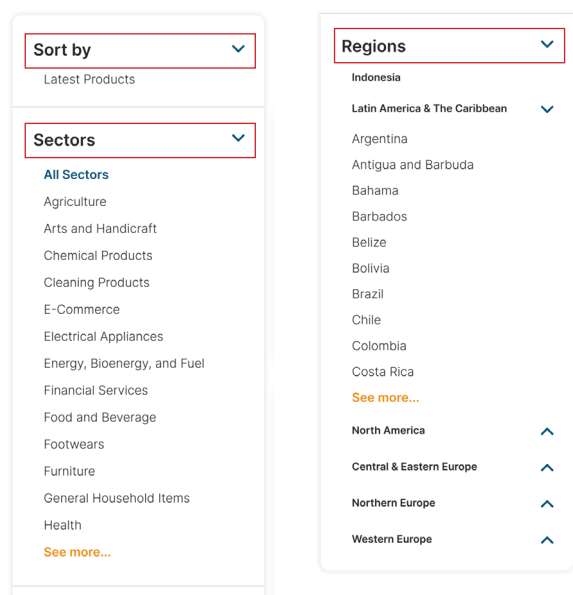
2. There are a few filters you can utilise:

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

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

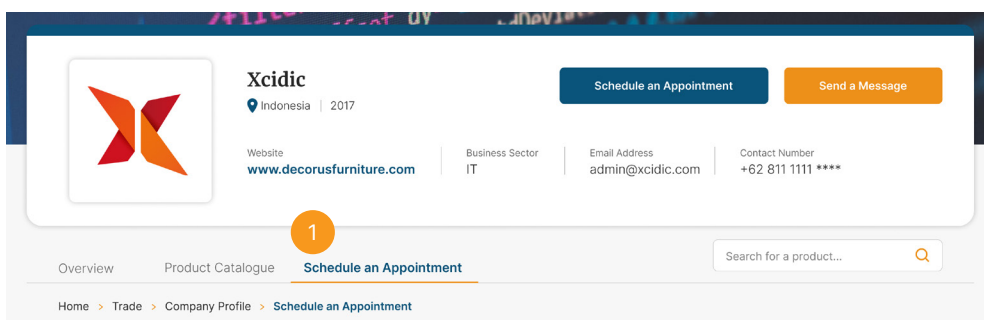
2.3 Find a product from a specific **country**.

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 Name*
PIC Email Address* PIC Phone Number*

Please enter the meeting details
Date* Time*
Do you have a meeting link?*

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

THANK YOU AND GOOD LUCK!