Review of papers for PACIS 2013 will be managed through an online conference paper management system called ‘EasyChair’ (www.easychair.org).

1. The Notification E-mail

- You will receive an e-mail from program chair of PACIS 2013 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 2013 program committee!’:

Dear Byounggu Choi,

Jae-Nam Lee <jnmlee@korea.ac.kr> added you to the program committee of PACIS 2013 (Pacific Asia Conference on Information Systems 2013). This message contains information on how to access the program committee Web pages. To do so you should access

https://www.easychair.org/conferences/?conf=pacis2013

and enter your EasyChair user name and password. Alternatively, you can log in to EasyChair using https://www.easychair.org/conferences/ and find PACIS 2013 in your list of conferences. For all questions related to this invitation please contact Jae-Nam Lee <jnmlee@korea.ac.kr>.

If you forgot your user name or password, you should access

https://www.easychair.org/account/forgot.php

and specify b/g/choi@kookmin.ac.kr as your email address.

Best regards,
EasyChair messenger.

Figure 1. The Notification E-mail

※ You should use (or create) an EasyChair account to be able to manage your track for PACIS 2013.
2. Login to EasyChair

- Access the online submission site at:
  https://www.easychair.org/conferences/?conf=pacis2013

2.1. If you have an EasyChair account

- If you have an EasyChair account from other conferences, you can use that account for PACIS 2013, please login as shown in Figure 2.

![Figure 2. Login Page](image)

- If you want to change your role, please go to “PACIS 2013” tab, and click on “Change role” menu as shown in Figure 3.

![Figure 3. Change Role](image)

- Then, click on the role you want to switch as shown in Figure 4.

![Figure 4. Change Role as a Reviewer](image)
2.2. If you do not have an EasyChair account

- If you do not have an EasyChair account, click on the “sign up for an account” link in Figure 2. Then, follow the instructions shown on the “Signing up for EasyChair: Step 1” page in Figure 5. Fill in the suggested words in the textbox to continue.

![Figure 5. Signing up for EasyChair (Step 1)](image)

- Please enter your name and e-mail address in the given fields as shown in Figure 6. 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 6. Signing up for EasyChair (Step 2)](image)

- The confirmation e-mail will look like Figure 7. Click on the link to finalize your registration to EasyChair.

![Figure 7. Confirmation E-mail](image)
• A new web browser window will open as depicted in Figure 8. Please fill out the form.

![Signing Up for EasyChair: Last Step](image)

**Figure 8. Signing up for EasyChair (Final Step)**

• After clicking on Create my account, you will access the “Account Created” page as shown in Figure 9. Now you can proceed to the PACIS 2013 submission page by clicking the provided link or [https://www.easychair.org/conferences/?conf=pacis2013](https://www.easychair.org/conferences/?conf=pacis2013).

![Account Created](image)

**Figure 9. Account Created**
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](image1)

- 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](image2)
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)

- Please enter the reviewer’s name and e-mail address, then, 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.

![Figure 13. New Review Request](image)
5. View Received Reviews

• In order to see the received reviews, first, please go to “Reviews” tab and select “Subreviewers” menu. Then, click on “review received” link on status column as shown in Figure 14.
• In other way, please go to “Reviews” tab and select “All papers” menu. Then, click on each subreviewers name as shown in Figure 15.

Then, you can see the “Review Request History” page for the submission as shown in Figure 16. Click on “View review” menu on the right-top corner.
Finally, you can see the submitted review as shown in Figure 17 below.

Then, click on “Submit review” button on the bottom to add this review to EasyChair system.
After clicking “Submit review” as shown in Figure 17, 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 18.

If you click on “Subreviewers” menu in “Reviews” tab, you can see the status was changed as shown in Figure 19.
6. Accept/Reject Recommendation

- In order to check the current review status of papers, please go to “Status” tab as shown in Figure 20. If you want to see all reviews and comments for this submission, please click on the title of this paper.

- If you click on the title of the paper as shown in Figure 20, you can see the “Reviews and Comments on Paper” page looks like Figure 21. In this page, you can make (or change) your recommendation for the submission by clicking “change” link.
• Then, please choose your recommendation on pop-up yellow window looks like Figure 22 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 22. 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 23.