

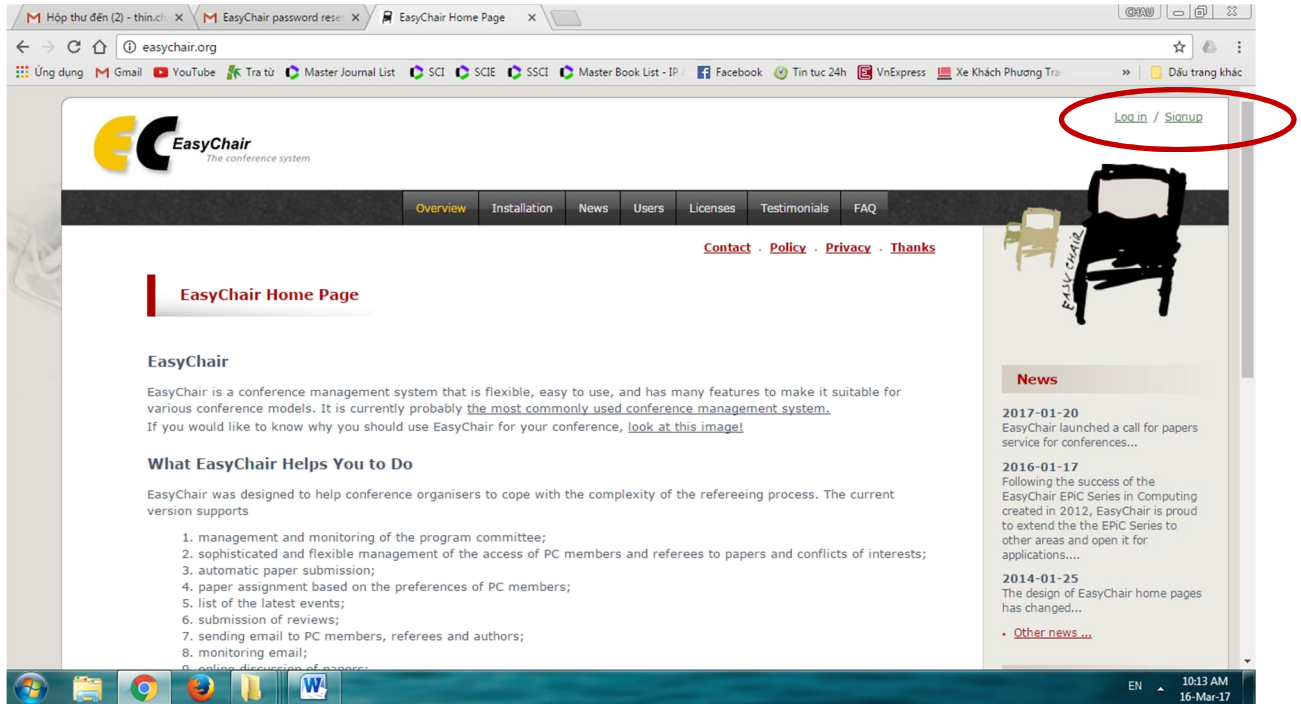
# STEP 1: access the easychair system: <https://easychair.org>

- Click **Login** (if you already have an easychair account)
- Click **Signup** (if you have not yet an easychair account):

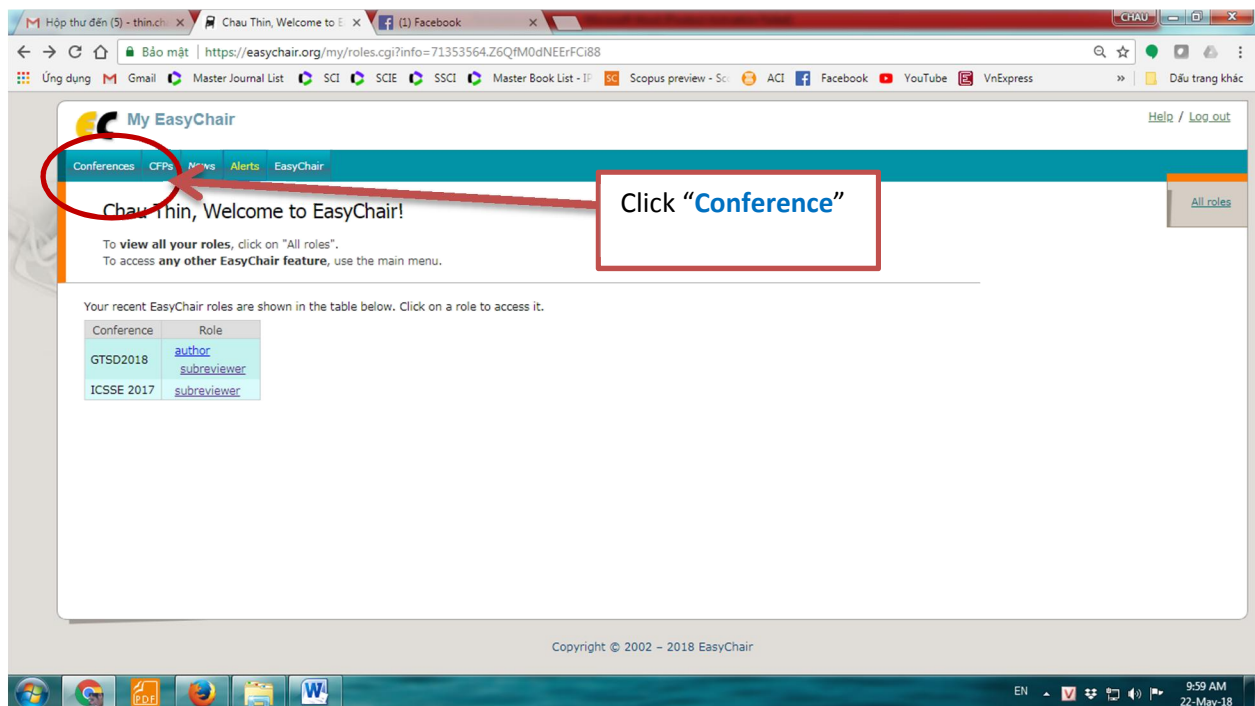
+ This will take you to a new web page. Type the two words that you see in the image and click on "Continue". If you type the words correctly you will be asked to fill out a simple form with your personal information.

+ After submitting the form, EasyChair will send you an email with a link to create an account.

+ You will now be able to log-in easychair System



After Login, you will see interface of system as photo's been shown below:



## Next step:

The screenshot shows the 'My Conferences' page on EasyChair. A table lists three conferences:

Acronym	Name
3 GTSD2018	The 4th International Conference on Green Technology and Sustainable Development
2 ICSE 2017	IEEE International Conference on System Science and Engineering
1 HNCokhi2015	Hội Nghị KH-CN TOÀN QUỐC VỀ CƠ KHÍ LẦN IV - 2015

A red circle highlights the 'GTSD2018' link in the first column. A red arrow points from a callout box to this link. The callout box contains the text: 'Click to choose conference. Example: you choose **GTSD2018**'.

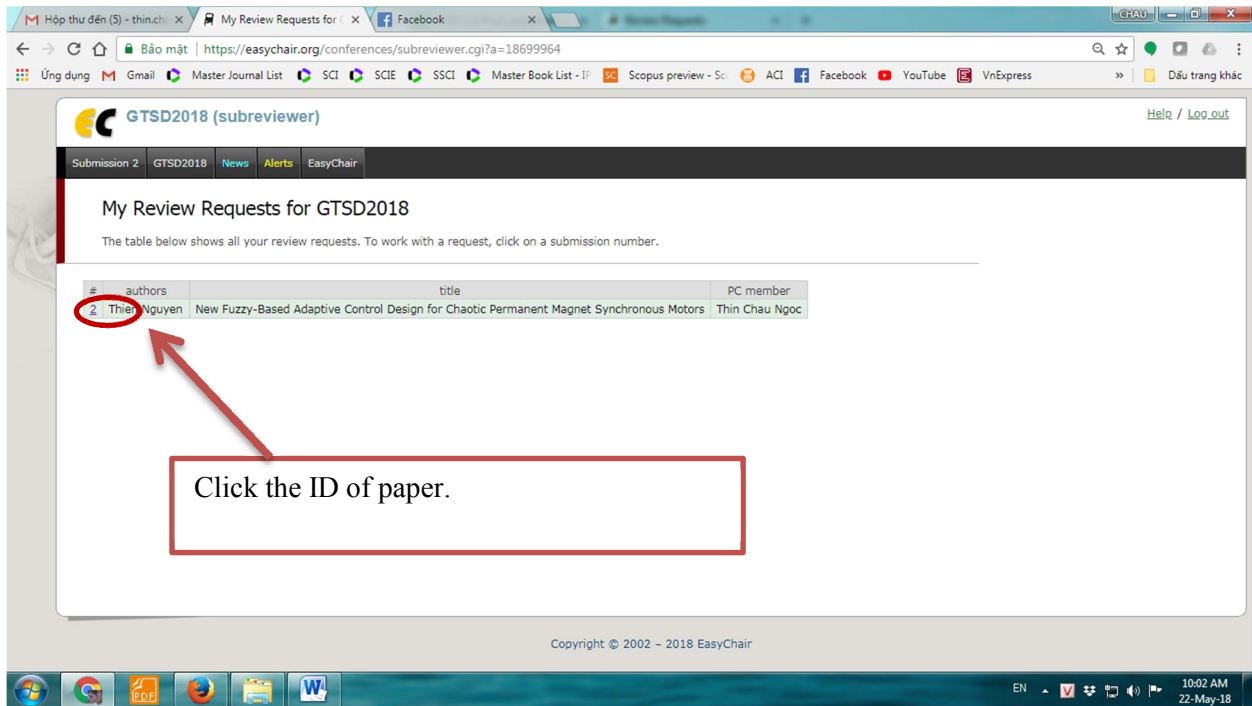
## Next step:

The screenshot shows the conference page for 'GTSD2018 (The 4th International Conference on Green Technology and Sustainable Development)'. Under the heading 'You can log in to GTSD2018 using any', there is a list of roles:

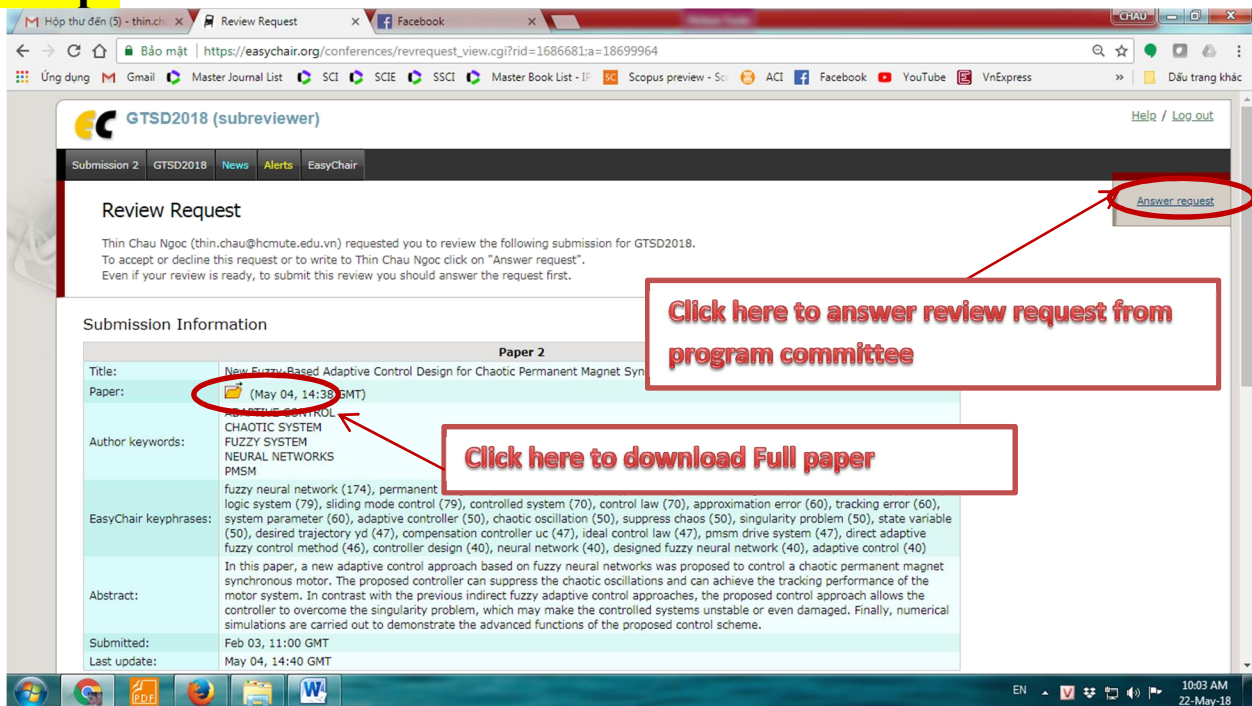
- [subreviewer](#)
- [enter as an author](#)

A red circle highlights the 'subreviewer' link. A red arrow points from a callout box to this link. The callout box contains the text: 'Click **Subreviewer**'.

## Next step:



## Next step:

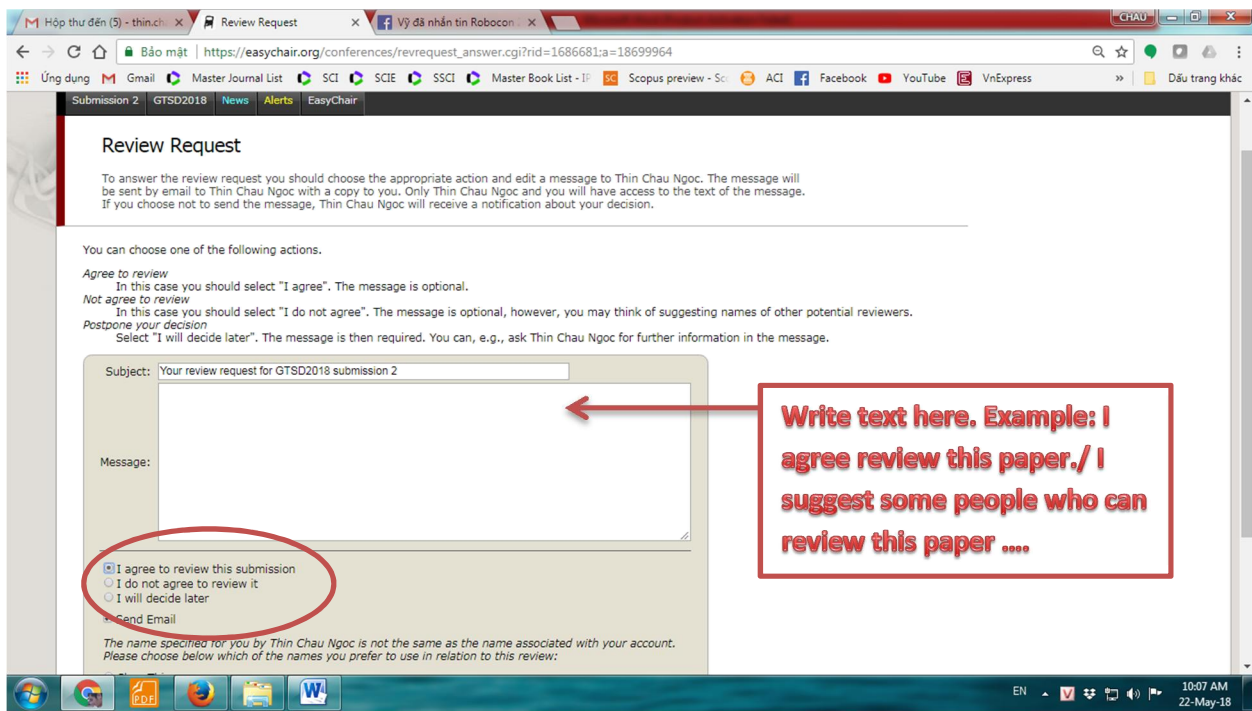


## Next step:

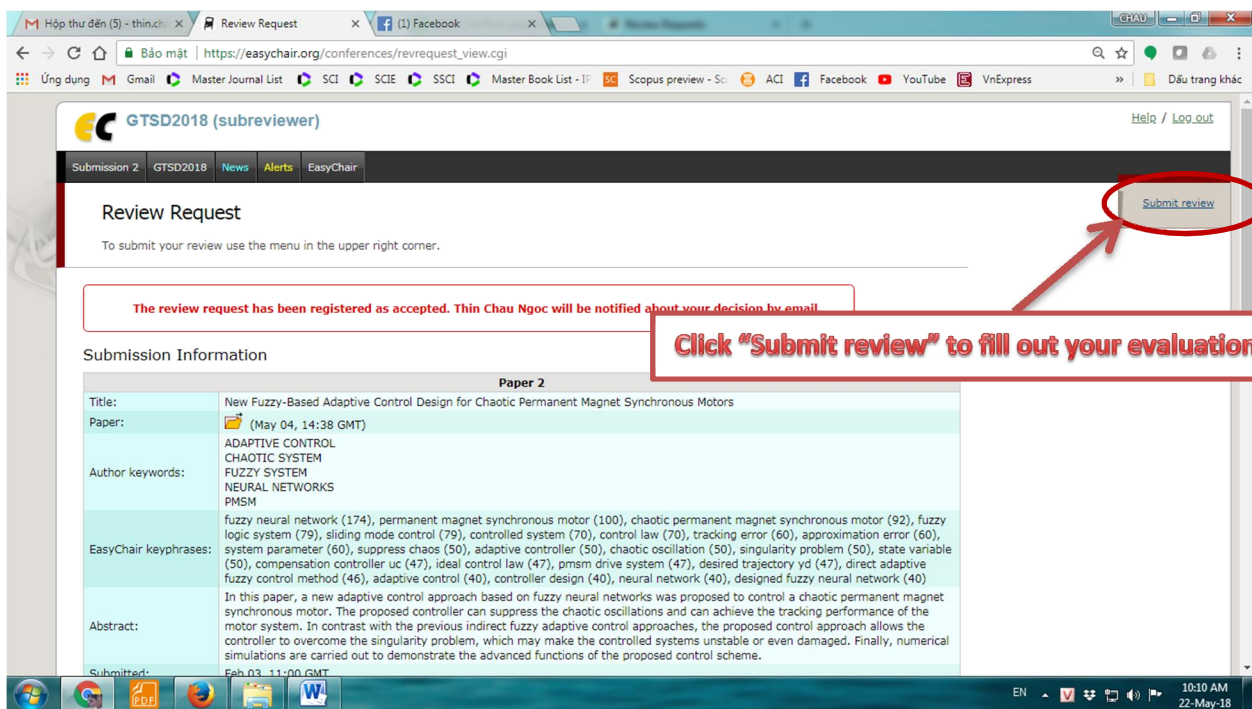
After you click "Answer request", if you :

- **Agree to review:** in this case you should select "I agree to review this submission". **The message is optional.**
- **Not agree to review:** In this case you should select "I do not agree". **The message is optional, however, you may think of suggesting names of other potential reviewers.**
- **Postpone your decision:** Select "I will decide later".

Then click the red button "Select and/or send message"

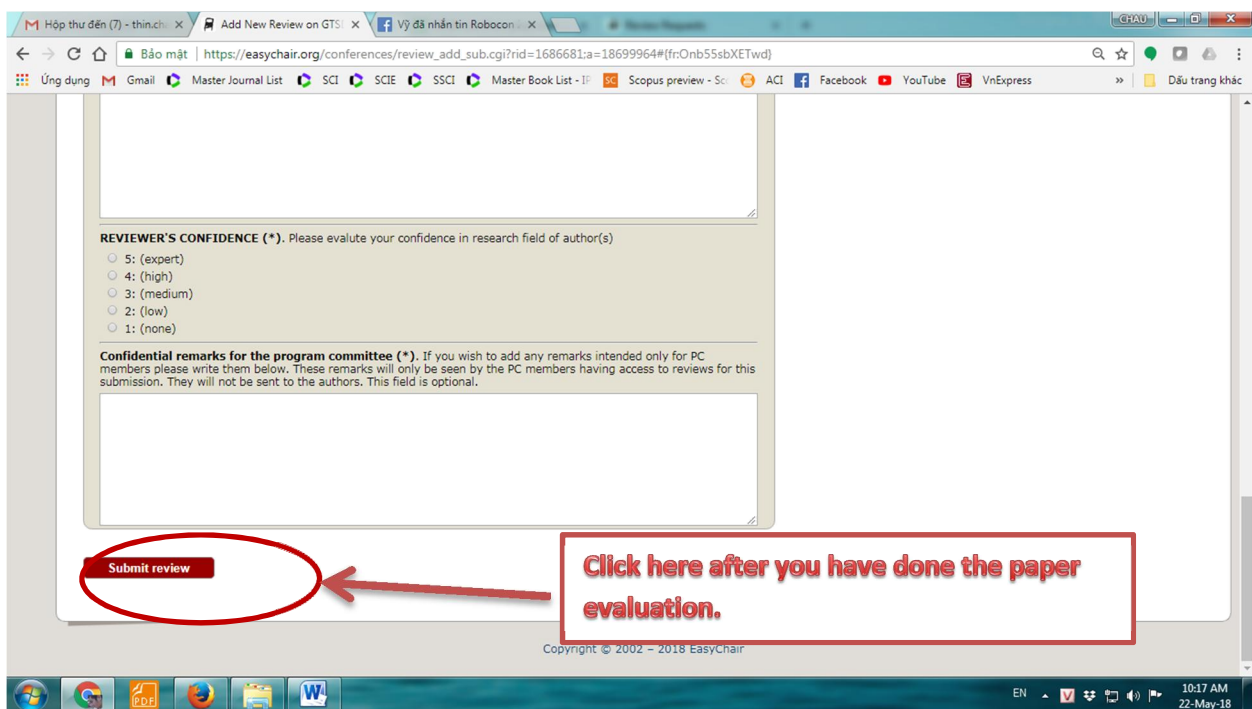
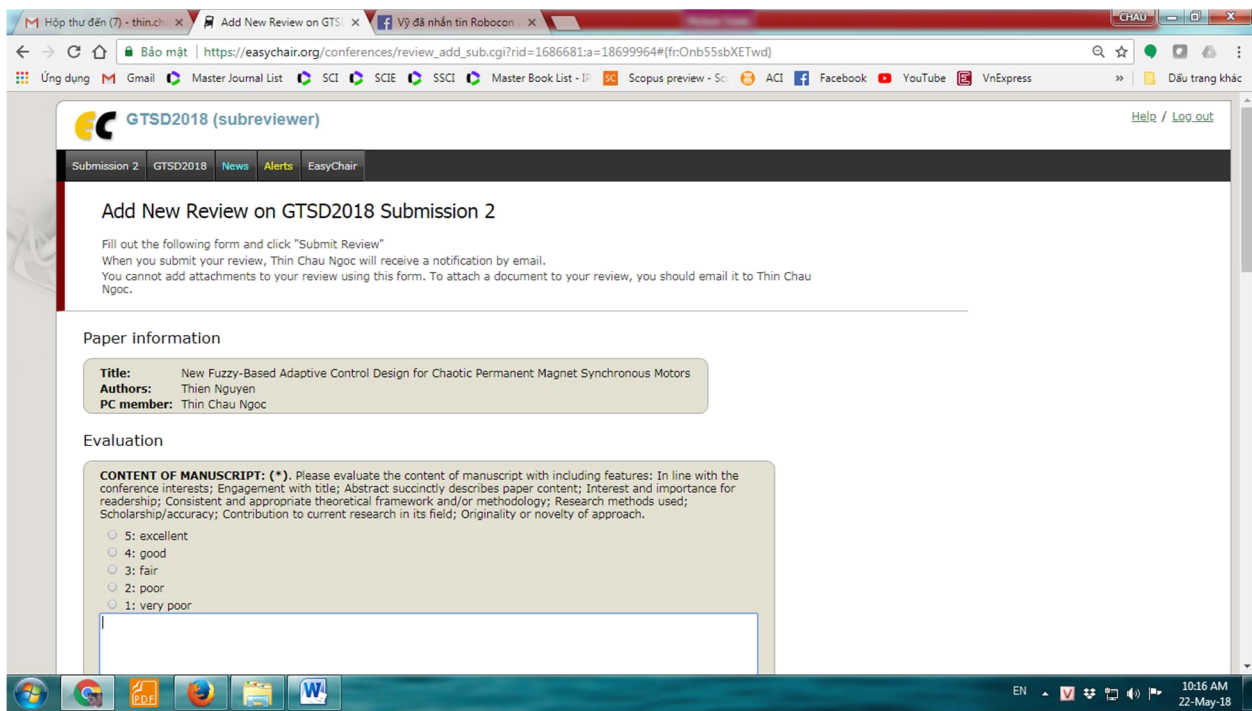


**Next step:** (after you selected: **“I agree to review this submission”**)



**Next step:** Evaluate this submission





**DONE!**

**And continue to review other paper.**