

## Process to pay online via Fundación UCR

**Important: If you need the invoices to be in the name of your institution contact [cimpa@ucr.ac.cr](mailto:cimpa@ucr.ac.cr) as soon as possible.**

**Otherwise you can follow this guide:**

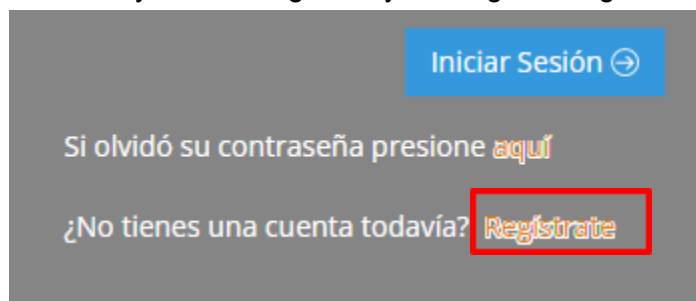
1. Go to the website <https://cimpa.fundacionucr.ac.cr/login.php>



The screenshot shows a web browser window with the URL <https://cimpa.fundacionucr.ac.cr/login.php>. The page features the CIMPA logo and name. Below the logo is a login form titled "Sistema de Matrícula". The form includes two input fields: "Correo" (Email) and "Contraseña" (Password). A blue button labeled "Iniciar Sesión" (Login) is positioned below the password field. Below the button, there are two links: "Si olvidó su contraseña presione aquí" (If you forgot your password click here) and "¿No tienes una cuenta todavía? Regístrate" (Don't you have an account yet? Register). At the bottom of the page, there is a footer that reads "Sistema de Matrícula, Derechos Reservados 2025 © Fundación de la Universidad de Costa Rica para la Investigación (FUNDEVI)." and a small logo.

2. If you already have an account enter your email and password and click on "Iniciar Sesión"
3. After you have logged in you can change the language to English with the button "Inglés":

4. If you do not have an account, you must register by clicking on “Registrarte”:



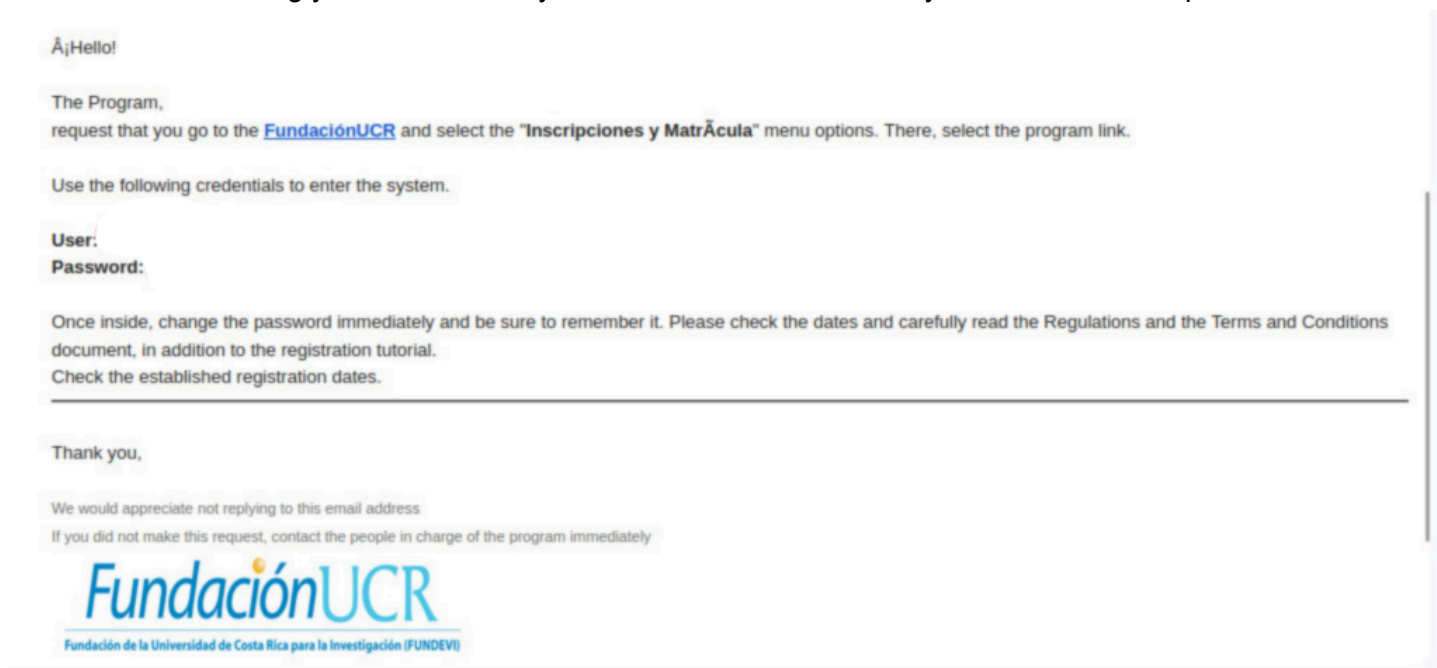
5. This will display a form to create an account:

A screenshot of the registration form on the Fundación UCR website. The header includes the Fundación UCR logo and the text "Fundación de la Universidad de Costa Rica". In the top right corner, there are buttons for "Español" and "Inglés". The main content area is titled "REGISTRO" and contains a form with the following fields: "Tipo de Identificación" (a dropdown menu set to "Cédula Nacional"), "Identificación o Pasaporte" (a text input field), "Nombre" (a text input field), "Primer Apellido" (a text input field), "Segundo Apellido" (a text input field), "Género" (a dropdown menu), "Correo" (a text input field), "Adjuntar Archivo de Identificación" (a file upload button with a "Seleccionar" button next to it), and "Grado Académico" (a dropdown menu set to "Ph.D"). A red "Atrás" button is located in the top right corner of the form area.

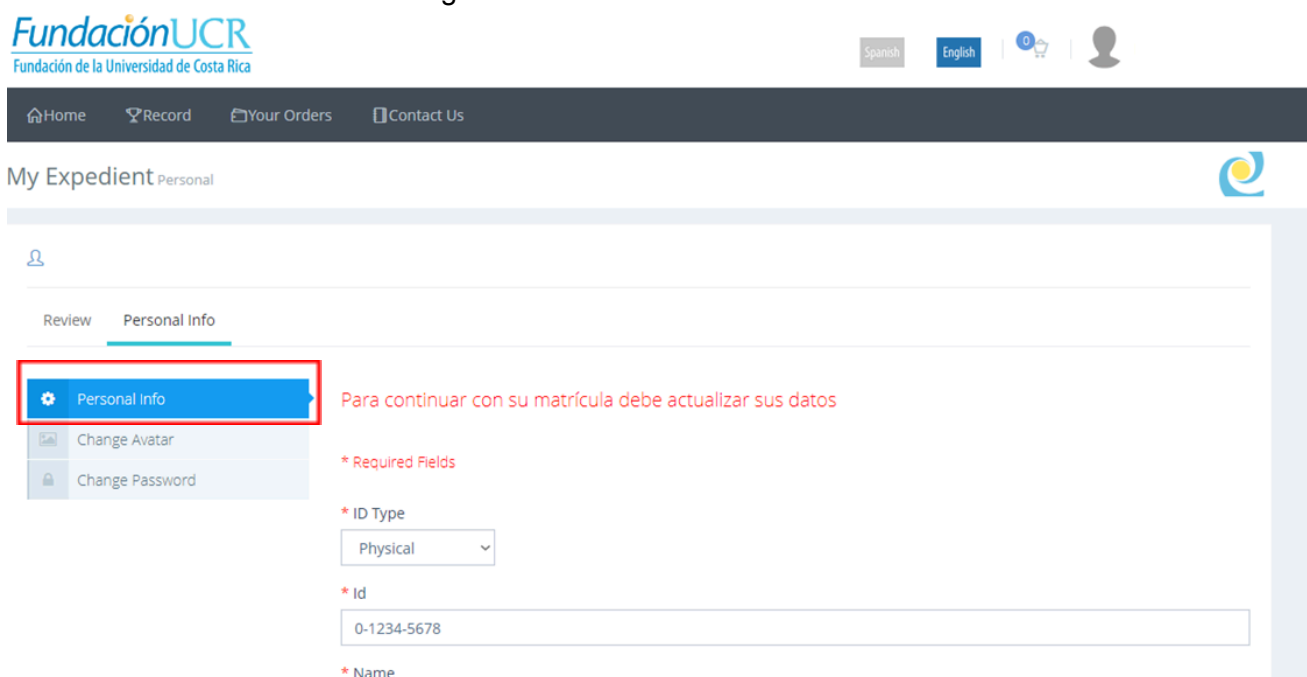
6. You can change the language to English with the button “Inglés”:



7. After submitting your information, you will receive an email with your username and password:



8. When you enter for the first time you will have to update your information in the tab "Record", selecting "Personal Info" and then "Change Password":





Review Personal Info

Personal Info

Change Avatar

Change Password

\* Required Fields

\* New Password

\* Re-type New Password

Save

9. In case you forget your password, you can click on “aquí”:

Iniciar Sesión →

Si olvidó su contraseña presione [aquí](#)


¿No tienes una cuenta todavía? [Regístrate](#)

10. Then you must type your email and click on “Enviar”:



11. Once you have successfully signed in you will see main page:

[Home](#)
[Record](#)
[Your Orders](#)
[Contact Us](#)



**COURSES**

II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS

10 records

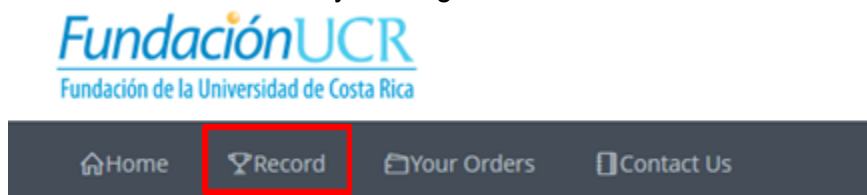
Search:

Course	Professor	Group	Modality	Schedule	Cost	Spaces	
II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS	---	Professor ( Conf.+Dinner and Tour)	General		\$ 392,16	49	<a href="#">Add Cart</a>
II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS	---	Professors (Conf)	General		\$ 196,08	50	<a href="#">Add Cart</a>

Showing 1 to 2 of 2 entries

<< < 1 > >>

12. You can edit your account information by clicking on “Record”:



13. To make the payment select the type of participation you are going to pay by clicking “Add Cart”. You have 30 minutes to complete the purchase after adding an item to the cart:

Description	Id	Note	Cost	
IFCS members	01	Total cost with tax is 200 dollars	\$ 294,12	<a href="#">Add Cart</a>
Other participants	01	Total cost with tax is 400 dollars	\$ 392,16	<a href="#">Add Cart</a>
Students	01	Total cost with tax is 150 dollars	\$ 147,06	<a href="#">Add Cart</a>

Course added to cart

The option added to the cart has a 30 minute waiting time, after that time the system will clear your cart

**Professors (Conf) - II CONFERENCE ON ALG**

\$ 196,08

[Go to Cart](#) [Continue Shopping](#)

Home Record Your Orders Contact Us

COURSES

II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS

10 records

Course	Cost	Spaces	
II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS	\$ 392,16	49	<a href="#">Add Cart</a>
II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS	\$ 196,08	50	<a href="#">Add Cart</a>

Showing 1 to 2 of 2 entries

14. You can see the items in your cart by hovering the cart icon and clicking on “Go to Cart”:

Spanish English

1

**1 Courses** in the cart [Go to Cart](#)

No courses in cart

II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS \$ 196,08



27:24

## Order Details

Orden #: 5  
 Date: Mar 25 2025 10:01 AM  
 Total: \$ 199,92  
 Payment form: Credit or Debit card

## Customer Information

Name:  
 Id:  
 Email:  
 Country:

## Shopping Cart

	Course	Group	Schedule	Cost	Beca	Impuesto	Total
✕	II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS	Professors (Conf)		\$ 196,00	0.00%	2.00%	\$ 199,92



	Course	Group	Schedule	Cost	Beca	Impuesto	Total
✕	II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS	Professors (Conf)		\$ 196,00	0.00%	2.00%	\$ 199,92

SubTotal: \$ 196,00  
 Discount: \$ 0,00  
 Impuesto: \$ 3,92  
 Total: \$ 199,92

## Suggested Products

Description	Cost
-------------	------

I declare under oath that I meet the option requirements and agree to the Terms and Conditions.

[See terms and conditions](#)

☐ Please accept the Terms and Conditions to continue

[Confirm order](#)

15. You can delete items form your cart by clicking the “x” icon:

Shopping Cart							
	Course	Group	Schedule	Cost	Beca	Impuesto	Total
✕	II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS	Professors (Conf)		\$ 196,00	0.00%	2.00%	\$ 199,92

16. To proceed with the purchase, accept the Terms and Conditions and click on the “Confirm order” button:

I declare under oath that I meet the option requirements and agree to the Terms and Conditions.

[See terms and conditions](#)

☒ Please accept the Terms and Conditions to continue

[Confirm order](#)

17. You will see a page summarizing the details of the purchase (may be only displayed in Spanish):

FundaciónUCR

Fundación de la Universidad de Costa Rica

CIMPA

TRAN-2025-3391-02-0801546496

Información para la factura

Jose Amador Mora

118500850

jose.amadormora14@gmail.com

Cantidad	Descripción	Precio Unitario	Descuento	Impuesto	Subtotal
1,00	Curso: II CONFERENCE ON ALGEBRA AND ITS APPLICATIONS.   Grupo: Professors (Conf).   Inicio Clases: 04/08/2025 al 08/08/2025.   Ubicacion: Ninguno.	\$196,00	\$0,00	\$3,92	\$196,00
Subtotal:					\$196,00
Descuento:					\$0,00
Impuesto:					\$3,92
Total a Pagar :					\$199,92

REALIZAR PAGO

16:33

Total a pagar

\$ 199,92

Tarjeta

Titular de la tarjeta

Fecha

CVV

NOMBRE COMPLETO .....

Solo pagos con:

VISA

MasterCard

DISCOVER

Interbank

CCB

Seguros de Costa Rica

BAC

Pagar

Cancelar

18. In the section on the right, you must enter your card information:

Tarjeta

Card number:

Titular de la tarjeta

Cardholder:

Fecha de vencimiento

Due date:

CW

CVV:



19. To complete the purchase, click on “Pagar”:

REALIZAR PAGO

15:28

Total a pagar  
\$ 199,92

Tarjeta

Titular de la tarjeta

Fecha

CWV ⓘ

NOMBRE COMPLETO ⓘ ..../....

Solo pagos con:

VISA

DISCOVER

Drivers Club

BAC


Pagar

Cancelar

20. A payment confirmation message will be sent to your email after the purchase. The message will arrive in a few minutes or a maximum of 3 hours, approximately. **Please Forward the confirmation message to this address: [facturas.cimpa@ucr.ac.cr](mailto:facturas.cimpa@ucr.ac.cr).**

21. You can click on “Your Orders” to check the orders you have made:

**Fundación UCR**  
Fundación de la Universidad de Costa Rica

Spanish English 0 

[Home](#) [Record](#) **[Your Orders](#)** [Contact Us](#)

Your Orders [Cancelled Orders](#)

**PAYMENTS**

10 records Search:

Order	State	Date	Type	Total	Invoices
No data available in table					

Showing 0 to 0 of 0 entries

22. If you encounter an error during the process or you have any questions, contact [cima@ucr.ac.cr](mailto:cima@ucr.ac.cr).