



Central American Trade Network (CATN) Guide

This guide will help you to find the information about the use and registration process in the Central American Trade Network (CATN)

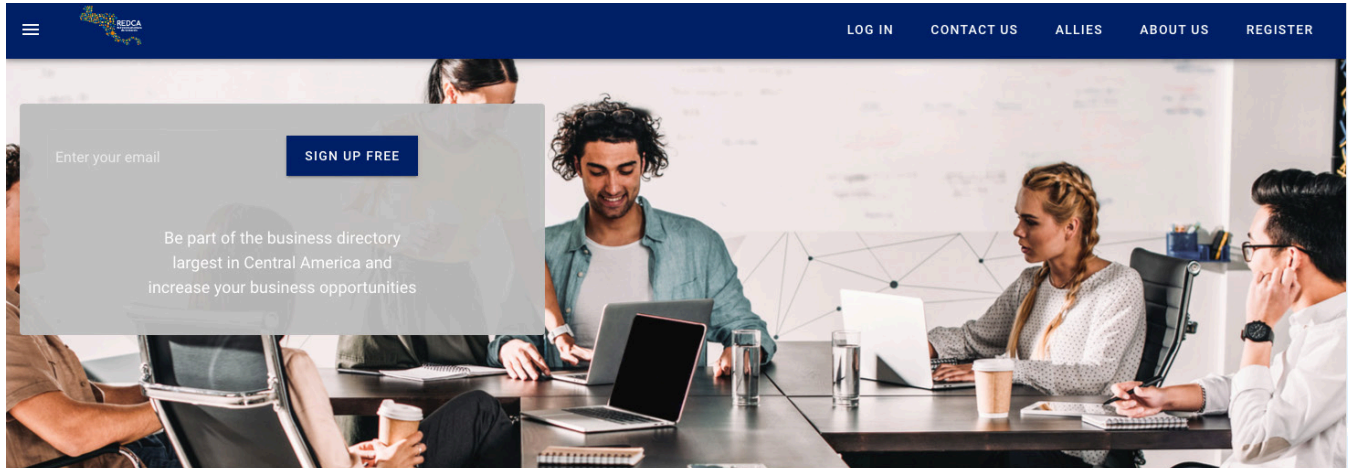
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1.

Register in the CATN

- 1.1** Visit www.redca.sieca.int, enter your email address and press the **SIGN UP FREE** button.



- 1.2** Once you have entered, you must define a username and password. To complete the registration please click on **“REGISTER”**.

Register

Email

Correo no válido

User name

Password

(minúsculas, mayúsculas, longitud de 8 caracteres)

(longitud de 8 caracteres)



The username can be the full name of the company's manager.



The password must contain lower case, upper case, a number and a length of 8 characters.



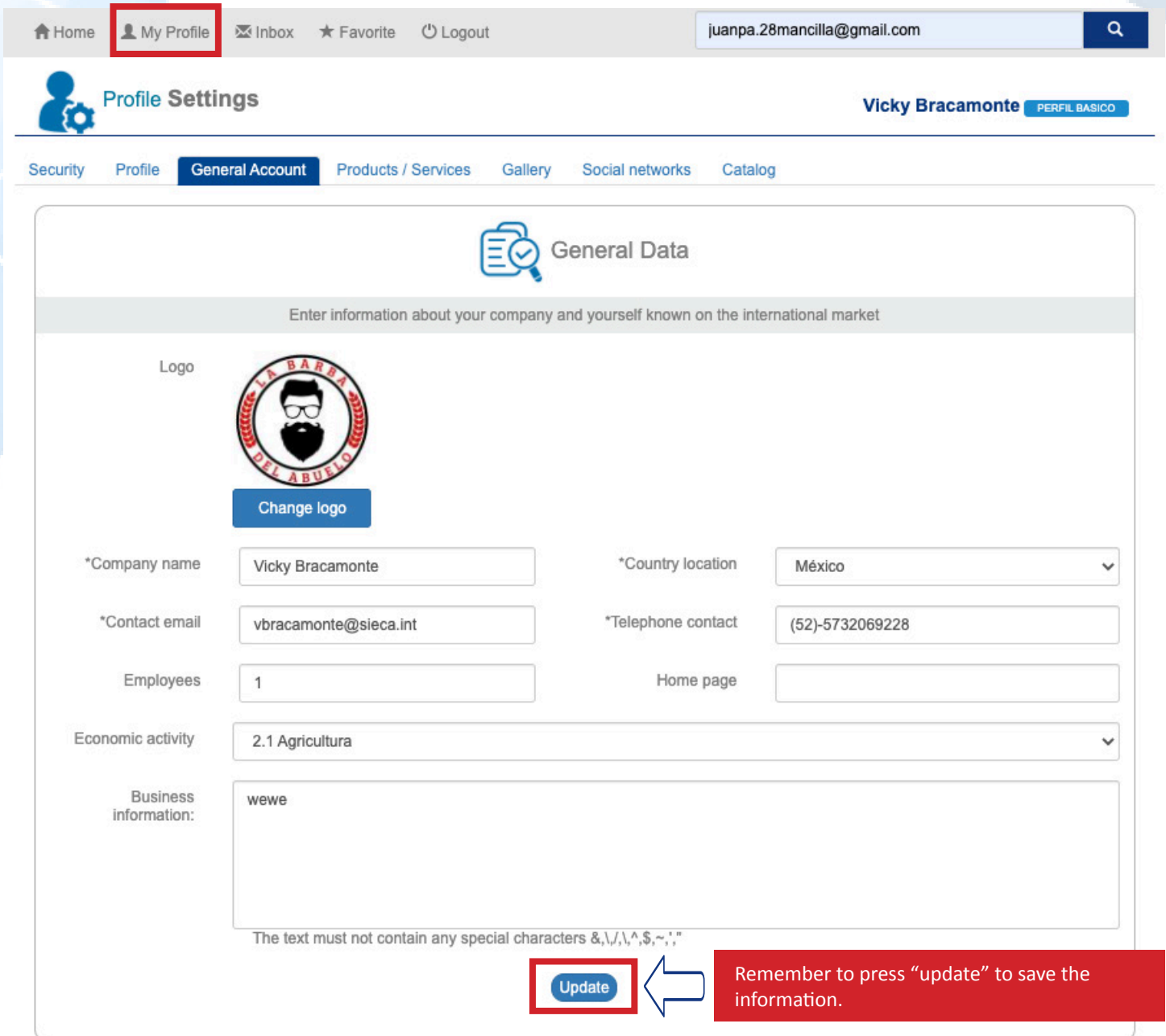
When the information is complete you must select: “REGISTER”.

2.

Complete your business profile

2.1 Enter to “**My profile**” and complete the following information about your company:

- General account
- Products / Services
- Gallery
- Social networks
- Catalog




Home **My Profile** Inbox Favorite Logout juanpa.28mancilla@gmail.com

Profile Settings Vicky Bracamonte PERFIL BASICO

Security Profile **General Account** Products / Services Gallery Social networks Catalog

General Data

Enter information about your company and yourself known on the international market

Logo  Change logo

*Company name *Country location

*Contact email *Telephone contact

Employees Home page

Economic activity

Business information:

The text must not contain any special characters &, \, /, \, ^, \$, ~, ', "

Update Remember to press “update” to save the information.

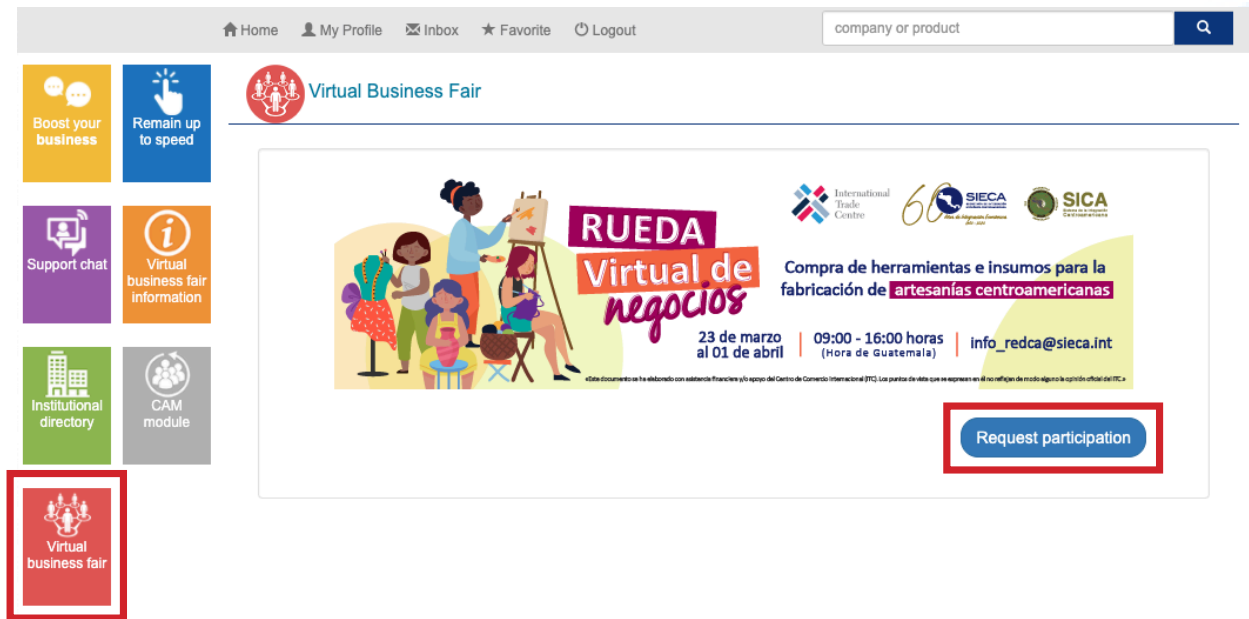
Note: The gallery, social networks and the catalog are optional, but they help to empower your company on the platform.

3.

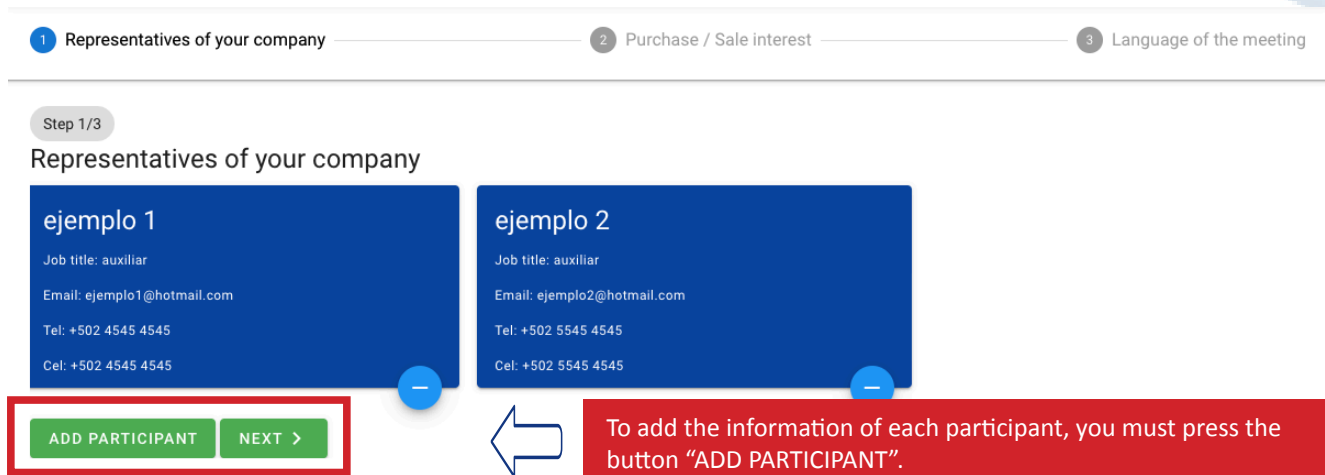
Request your participation in the Virtual Business Fair

Once you complete your profile in the CATN you must request your participation in the Virtual Business Fair. Please follow the next steps:

3.1 Enter to the Virtual Business Fair section in the red icon on the home screen and request your participation:



3.2 Complete the general information of at least 2 representatives of the company, that will be your representative to hold the meetings during the event.



Note: If the company only has one representative, you must add him/her twice to continue.

3.3 Select the sub sectors in which you are interested in purchase / selling.

1 Representatives of your company — 2 Purchase / Sale interest — 3 Language of the meeting

Purchase / Sale interest Step 2/3

Dear entrepreneur, it is important that you indicate your purchasing interests, so we can suggest the business profiles that match your business interests.

	PURCHASE	SALE
Seafood	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
coffee	<input type="checkbox"/>	<input type="checkbox"/>

< PREVIOUS NEXT >

Press "next" to continue.

Note: If you have no interest in buying or selling, you can leave the boxes blank.

3.4 Select the language in which you want to hold your meetings.

1 Representatives of your company — 2 Purchase / Sale interest — 3 Language of the meeting

Step 3/3

Indicate in which language will you attend the meetings (you can select more than one):

- Español
- English
- Français
- Korean

< PREVIOUS SEND REQUEST >

When the information is completed you must select: "Send request".

Note: Once you complete your form, the CATN support will contact you to validate the information of the company in order to guarantee the quality of the business meetings. Once validated we will proceed to accept your participation and you will be able to access the list of participants and send meetings requests.

4.

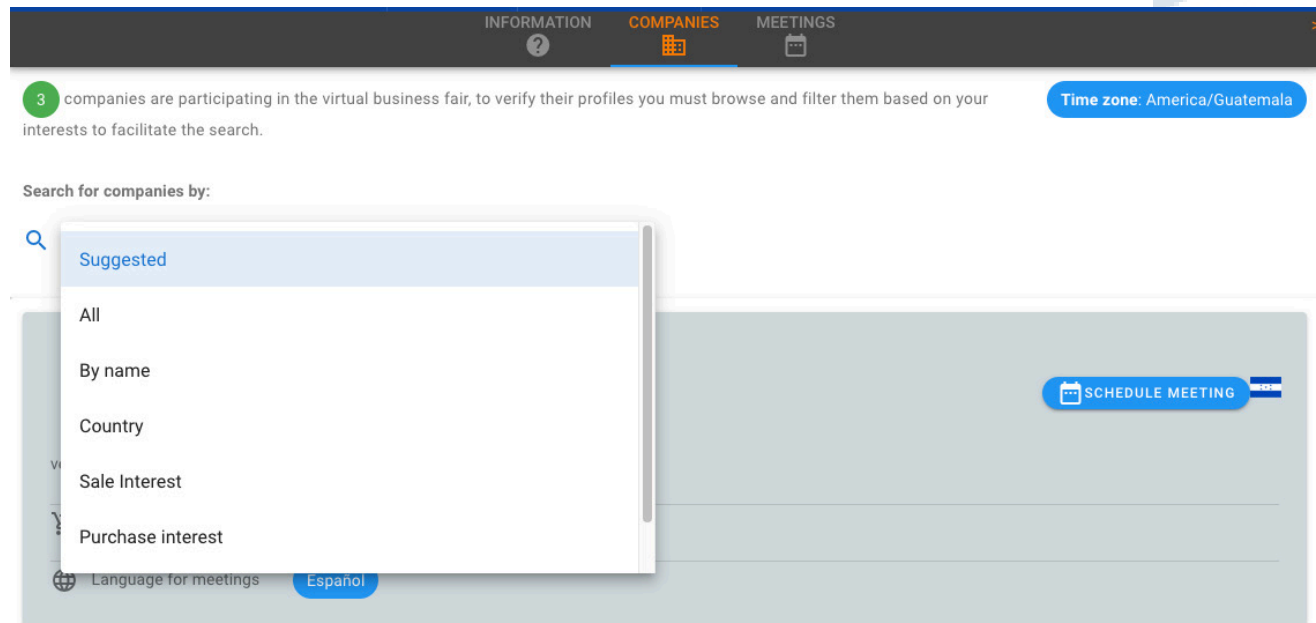
Organize your agenda

To organize your agenda, you must follow the next steps:

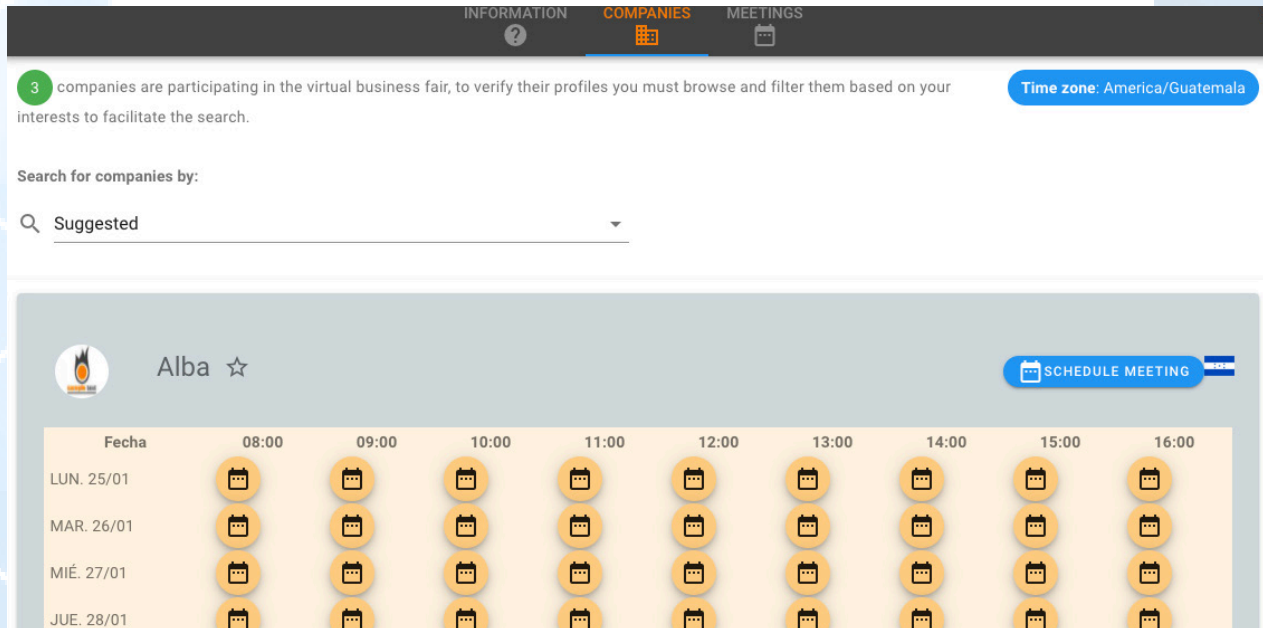
4.1 Visit the Virtual Business Fair section and click “Enter”.



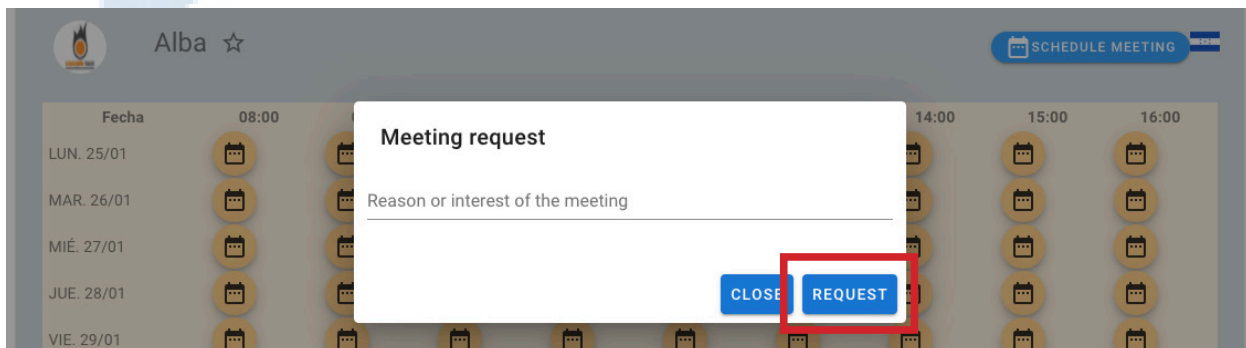
4.2 In the companies section you can check companies information and request meetings. You can filter the participation list by: all, name, country, interest of sale and interest of purchase and language.



4.3 Once you have identified a company of your interest you must click on Schedule Meeting, the agenda of the selected company will be displayed, select the date and time in which you would like to hold your meeting.



Once the information is completed you must select: “Schedule Meeting”.



Note: In the “Meetings” section, you will be able to consult your agenda.

4.4 You can hold your meetings in three ways:

1. 30 minutes before each meeting, the platform will send you an email with your connection link.
2. Through the Meetings section in the CATN where you will find the “Go to meeting” button that will be enabled 15 minutes before each of your meeting.
3. Ask the connection link to SIECA.



Note: You can attend your meetings from a smartphone, tablet or computer. To ensure the connection to your meetings during the Virtual Business Fair, we recommend that you validate the technical specifications of your equipment:

- Web browser (we suggest using Google Chrome)
- Speaker
- Microphone
- Webcam

Please don't forget to complete the satisfaction survey each time you finish a meeting, your opinion is valuable to us.

More information:

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Together we can go further!