Media Registration Flowchart

Log in the official website of China International Consumer Products Expo:

https://www.hainanexpo.org.cn/

Step1: Click [Registration]
Step2: Click [Media Registration]
Then you will enter this interface, click there to register.
Step 3: Fill in the relevant information to complete the registry

**Media Group Registry**

- **Media name**

- **License number or Organization code**

- **The contact of the registered media**

- **The job title of the contact**

- **ID number of the contact**

- **Mobile phone number** (Must be Chinese mobile phone number. Used to receive audit SMS messages)

- **Fixed-line telephone**

- **E-mail**

- **Login password**

- **Confirm the password**

- **Verification code**

1. The information in **color red** must be accurate.
2. The password must contain upper and lower case letters and symbols to improve security.
After registration, you will receive a text if the information you filled out earlier passed the audit.

After receiving the text message, you can log in https://www.hainanexpo.org.cn/

Step1: Click [Registration]

Step2: Click [Media Registration]
Step3: Fill the blanks and then click the blue button to log in.
Then you will enter this interface
Click [certificate management],
then click [newly increased media certificate]. (This step is to gather the needed information for certificates.)
Then you will enter this interface, please fill in the blanks with “*”
Then save the information.
Generate QR code that allow more people to fill in the information

Step 1: Click [certificate management]
Step 2: Click [type of certificate]
Step 3: Click [Generate share link]

*Different type of certificate will generate different links*
QR code will be generated:

Share QR code with relevant personnel, so they can fill out their information.

*The information you provide during the registration should be the same as the original information you sent to the staff member.
Use mobile phone to scan the QR code, and you will enter this interface, follow the instructions.
Fill in the following information and submit it. (The information are used to produce certificates.)

- Personal electronic photo:
- Country/Region:
- Type of certificate:
- ID number:
- Position:
- Mobile phone number:
- E-mail:
- Gender:

Upload your recent ID photo, must have clear features and a white or blue background, the size of the photo is 1 inch (Please use JPG format, file size between 30-500kb.)

Media workers need to upload the original photo of the press card or the original photo of the letter of introduction to apply for the certificate. The size of the photo is 1 inch (Please use JPG format, file size between 30-500kb.)
Thank you for signing up for Hainan Expo 2023!

If you have any questions, please contact Xiao Di/Tan Kaiyin.

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