# Operation Manual for Beijing Film Market Service System (Guest/Buyer)

## **1 Registration Entry**

Step 1: Log in to our official website<u>http://www.bjiff.com/</u>.

While you're there, click on English in the upper right corner for version switchover. There are two ways for Guest/Buyer registration login as below:

Way 1: Click on "Exhibition" under the "Market" navigation bar to enter the details page. Then, click on the Guest/Buyer registration link as shown in the following picture:



Market	Home>>Market > Exhibition
Profile	Based on China, we have had the whole world in view. Beijing International Film Festival-Film Market are gradually
Exhibition	becoming an important platform for cooperative trading and comprehensive promotion of Chinese and foreign film industry. The 8th Film Market attracted nearly 300 companies and institutions to register, of which international exhibitors accounted for
Project Pitches	nearly 40%, respectively from the United States, Germany, Italy, Australia, Israel, Canada, Ukraine, Georgia and so on. More than 30 thousand people participated in the activities of BFM in three days.
Industry Conversations	Despite continuing focus on the current situation and realistic needs of international and Chinese film industry, the SthREM will build the new convrictly trading platform and a new convrictly trading area will be senarated from other
Events & Activities	companies. We will invite famous worldwide to join and communicate with our buyers and guests face to face.
Contract Signing Ceremony	for the participants around the world. What's more, we will continue establishing the core position of Beijing International Film for the participants around the world. What's more, we will continue establishing the core position of Beijing International Film Festival-Film Market's "production center" and strengthening international cooperation, creating the most active movie market
	in Asia at the same time.

Way 2: Click on "Market" shown in the special section to open the secondary-level directory and select "Attendee/Buyer Application" as below:



#### 2 Guest/Buyer Application

Step 1: On the page of General Principles of Attendee/Buyer Application for Participation in the 10th Beijing International Film Festival Beijing Film Market, read the content about Festival Beijing Film Market and check the box ☑ as below:

VI. Informatio	n Management
The Beij	ing Film Market Department will carefully deal with the materials and information from the attendoo buyer. And we will guarantee the security of the materials and information, ensuring they will not be lost, disclosed
or dama	jed.
The doc	uments and information provided by the attendee/buyer will be used for the following purposes, including but not limited to:
a. Publis	hing of the basics in the Handbooks of the Beijing International Film Festival Beijing Film Market or on the official website of the BJIFF
b. Publis	hed on the scene of the Beijing International Film Festival Beijing Film Market in the form of promotional materials;
c. Used i	n audio and video promotional materials of the Beijing International Film Festival and the Beijing Film Market;
d. Provis	ion of buyer information to exhibitors and attendees participating in the Beijing Film Market.
VII. Legal Stat	ement
The Org	inizing Committee of the Beijing International Film Pestival reserves the right of final explanation of all activities at the 10th BJIFF Beijing Film Market.
VIII. Contact	
For cons	ultation about attendee registration; guest@bjiff.com
For cons	ultation about buyer registration: buyer@bjiff.com
For othe	r consulting: filmmarket⊜bjiff.com
Tel.: +86	+18500355623
+8/	÷18500377391
Ihereby	declare that I am fully aware of and accept the General Principles of Attendee/Buyer Application for Participation in the 10th Beijing International Film Festival Beijing Film Market, agree on the entry submission of
att mater	tais i proviseed to beijing rum Market, and that i khali abide by all arrangements of beijing rum Market.
	Next

Step 2: Click on "Next" to enter the login page of Guest/Buyer registration as below:



Step 3: On the login page, click on "Register now!" for Guest/Buyer registration as below:

Beijing Film Market	
Q User Name	
Password	
$\bigcirc$ verification code s $Fsc$	
Forget the password Register now!	
Login	

Step 4: Complete the registration information. After your information is successfully validated, click on "Register". Now, you will be prompted for "User registration successful" and return to the login page as below:

#### Attendee/Buyer Registration

8	User Name	
Ent	er a valid E-mail address	
P	Password	
10~	18 characters, including Numbers, capital letters and lowercase letters	
P	Re-enter Password	
mal	ce sure the password	
T	Verification Code	EqBS

Login

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#### **3 Guest/Buyer Login**

Any guest/buyer who has registered current or previous editions of Beijing Film Market can use registered user name, password and verification code for login as below:



In case of successful login, you will be directed to the Beijing Film Market service system where you can refer to "System-Applicants" for subsequent operations, and the details are shown as below: Operation Manual for Beijing Film Market Service System (Guest/Buyer) Tech Helpline:0086-13311491367

🌺 B.IIFF — E	Beijing Film Market	원, Current User : (95@qq.com)
Navigation «	Home	中文版   English 🖀 Control Panel - 👘 Log off -
Guest/Buyer Registration A	System-Applicants	
Contract Requirement		New users Old users
		01 Register an account 01 Log in to the system with the username and password
		02 Log in to the system with the usemame and password  Choose to enter the "Guest Registration" page on the left, and modify the registration information and submit it
		03 Choose to enter the "Attendee/ Buyer Registration" page on the left, and input the registration information and submit it
MyPage	Technical	Support Phone Number:+86-13311491367 +86-17301286531 E-mail:tech_support@bjiff.com

#### 4 Forget Password

If you forget the password, please click on "Forget the password" to retrieve password simply by following the instructions as below:

Beijing Film Market
A User Name
Password
T verification code
Forget the password Register now!
Login

Step 1: Fill in your user name and verification code. After the information is

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Step 2: Click on "To verify" as below:

1	2	3	-4
Creat An Account	Email Address Test	Password Reset	My Account Created

BJIFF has sent you an email to update your password, please go

to check your registered email in 24 hours.

To veri	fy
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Log in to your mailbox with account and password to find the "Forget password prompts" mail, and click on the link attached to the mail as below:

Dear Sir/Madam:
Since you have clicked the "Forgotten Password" button, the system sends out this e-mail automatically. Just click the link below to reset your password: <a href="http://system.bjiff.com:80/market/userRegisterController.do?resetPasswordView&amp;code=3ffbcc73-3ese-4928-acll-8b7226c9a720&amp;locale=en&amp;type=ct">http://system.bjiff.com:80/market/userRegisterController.do?resetPasswordView&amp;code=3ffbcc73-3ese-4928-acll- 8b7226c9a720&amp;locale=en&amp;type=ct</a>
The link will be valid in 24 hours, so please reset the password in time. If you received this email in error, just ignore this e-mail.
If you have any question, please contact the technical support TEL. of the 10th Beijing International Film Festival: +86-13311491367 +86- 17301286531
The Organizing Committee of the 10th Beijing International Film Festival
Film Festival
Step 3: Fill in your password. After the information is successfully
validated, click on "Submit" as below:
Creat An Account Email Address Test Password Reset My Account Created
Please update your password, your account id:
821899310@qq.com
P Set Password
10~18 characters, including Numbers, capital letters and lowercase
Confirm Password
10~18 characters, including Numbers, capital letters and lowercase

Verification Code Ax f u
Submit

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Step 4: Once the password is reset successfully, you can log in to the system with your user name and new password as below:



## 5 MyPage

After the registration channel is closed, you can log in to Guest/Buyer page from MyPage in the system as below:

