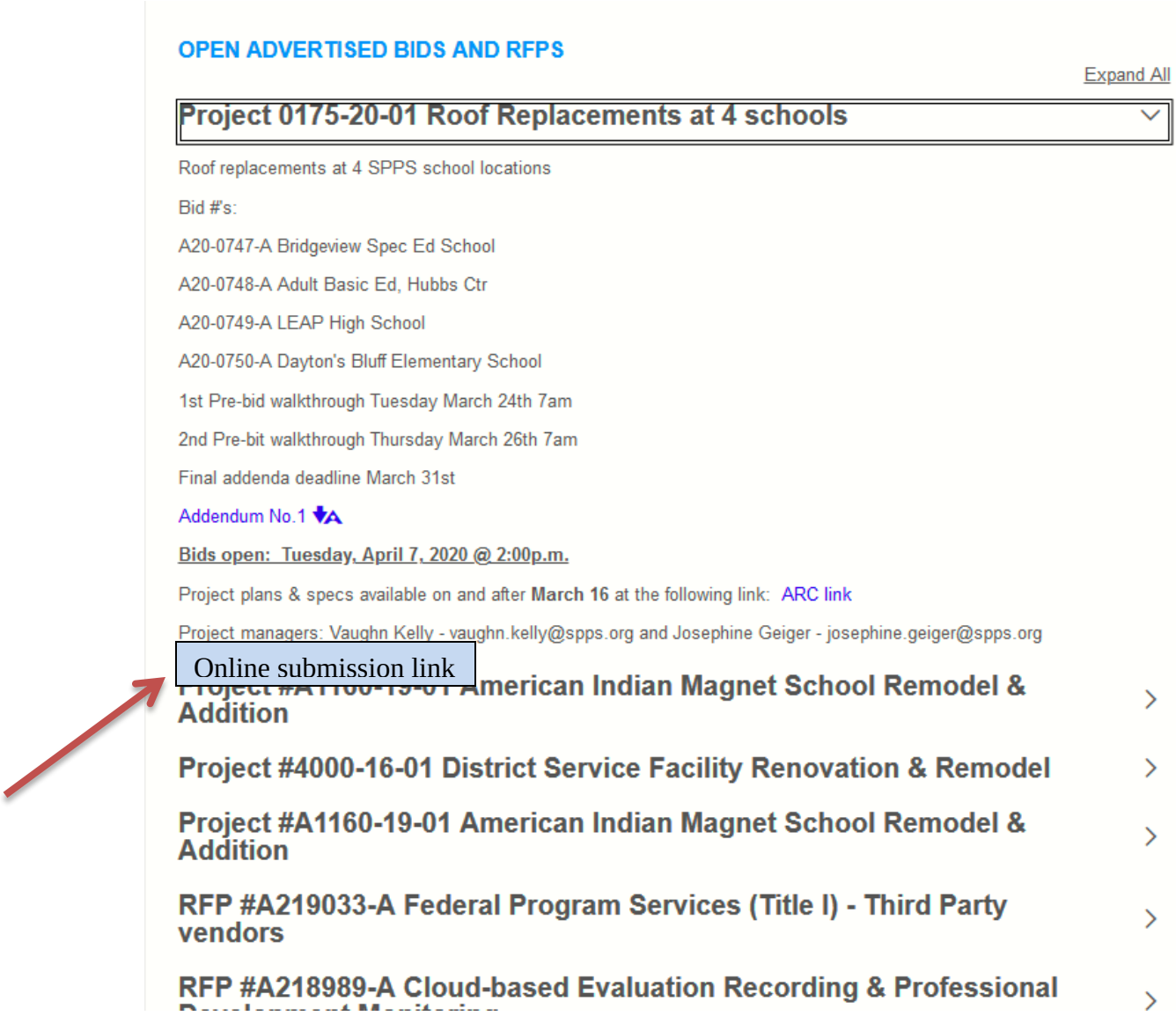
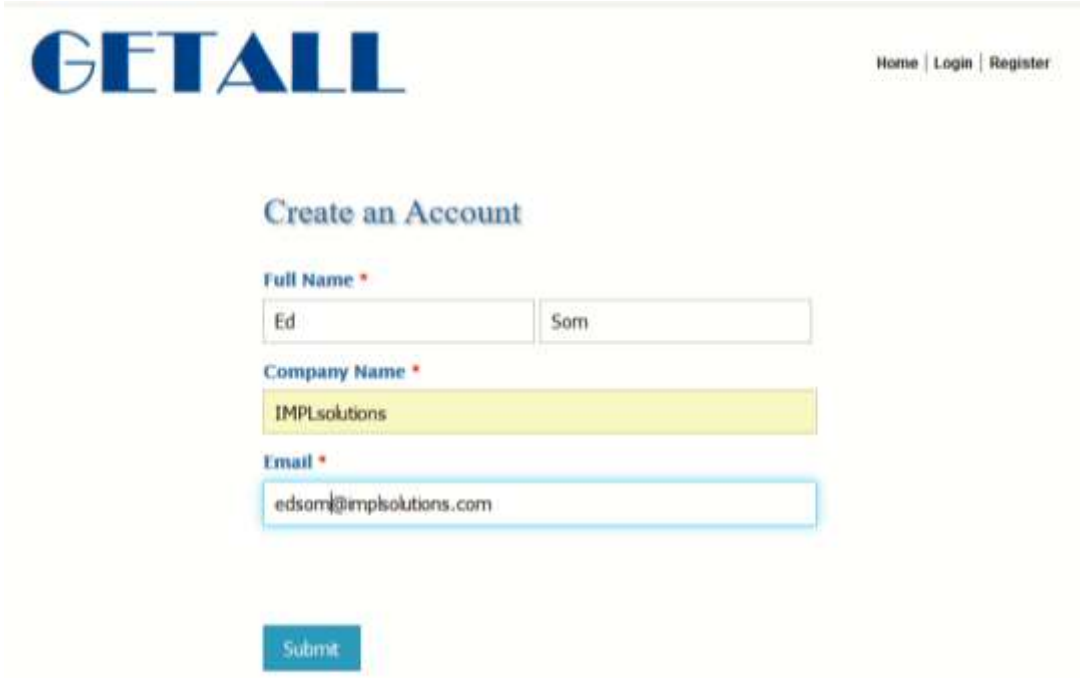
Quick Reference Guide:

1. Click the online submission link or copy/paste in your browser

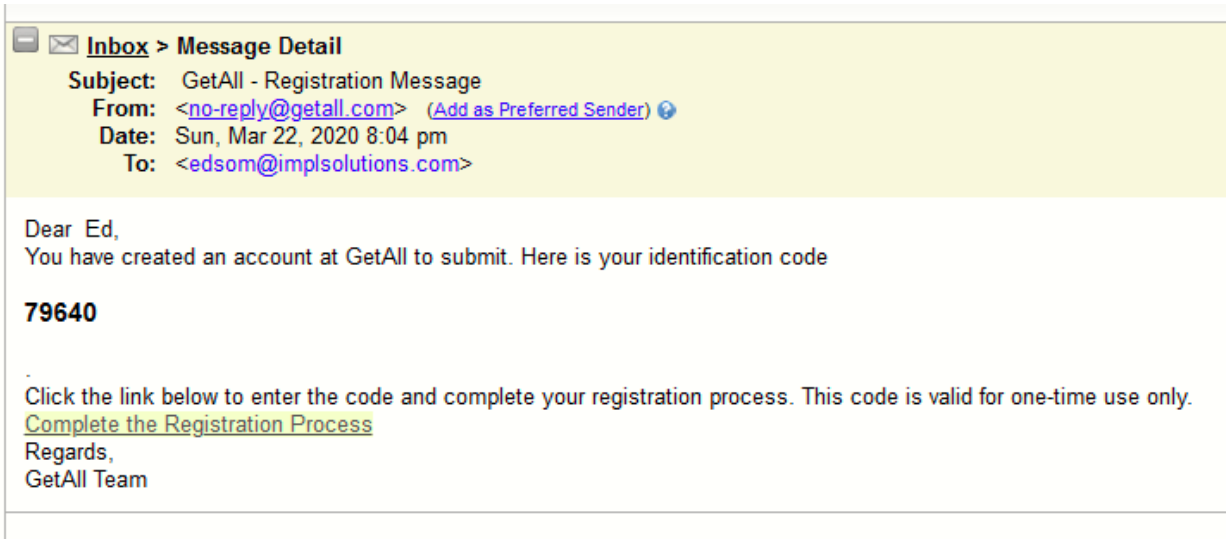


2. Type your credentials in the password creation portal and submit. Please make sure your email is correct,

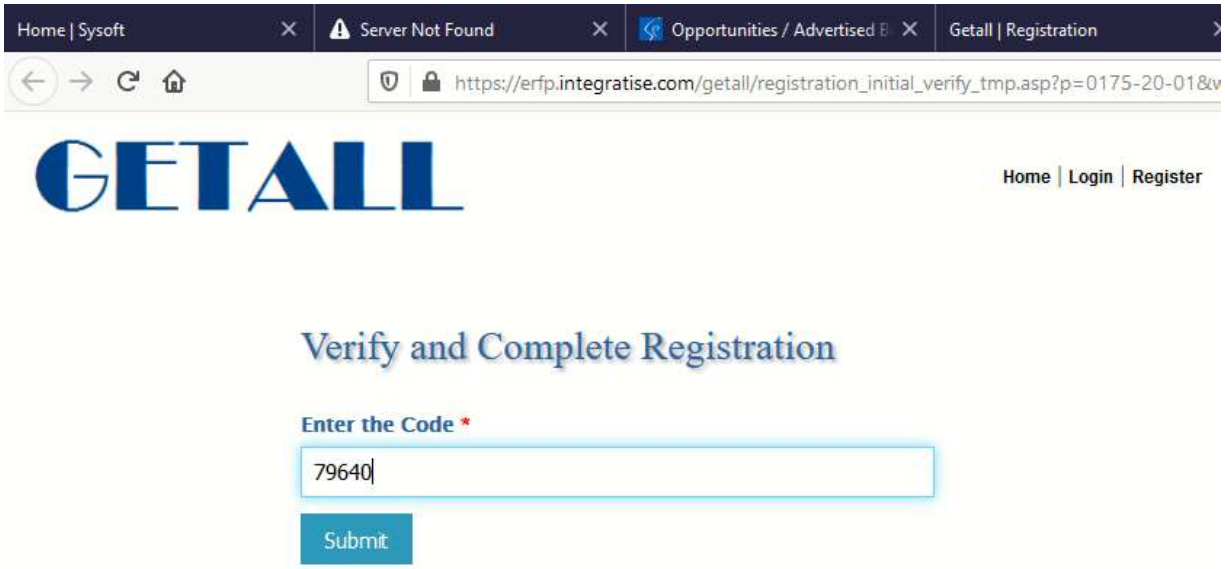


3. You will receive an email from the submission site. Please login to your email.

4. You will receive a numeric code. Copy this code. Click the link “Complete the Registration Process”.

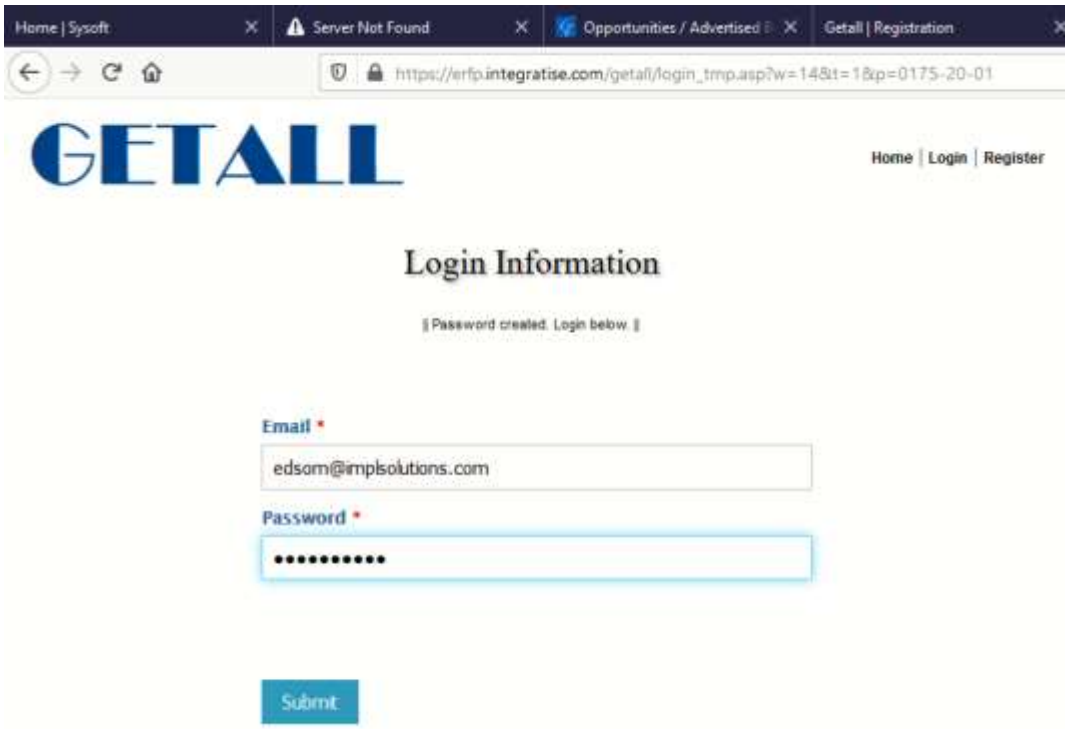


5. Paste the code in the box and submit

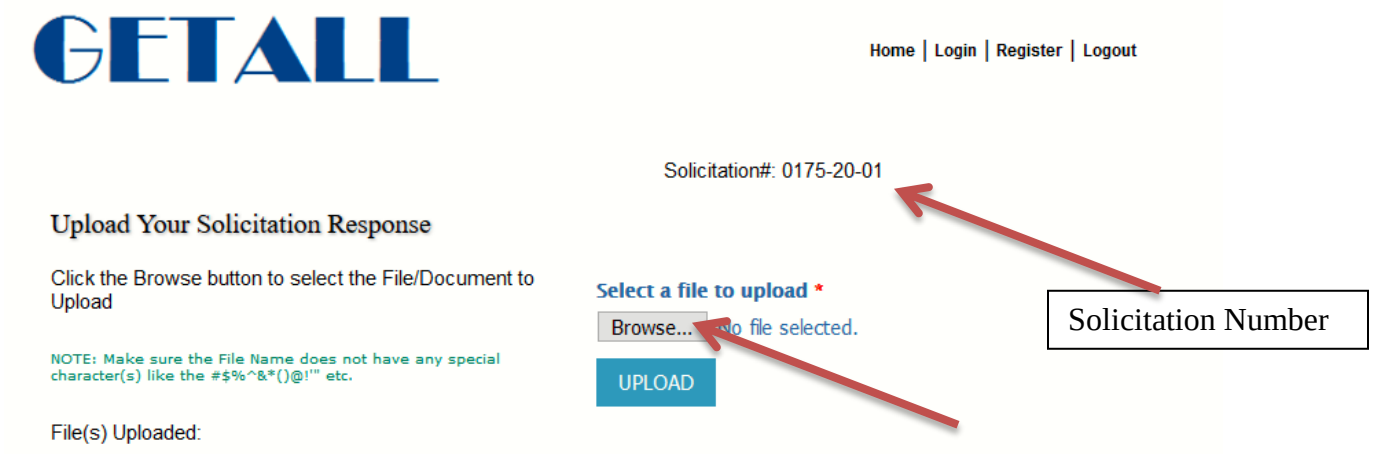


6. Create your own password and confirm the password. Use at least 8 characters with upper case letters and numbers.

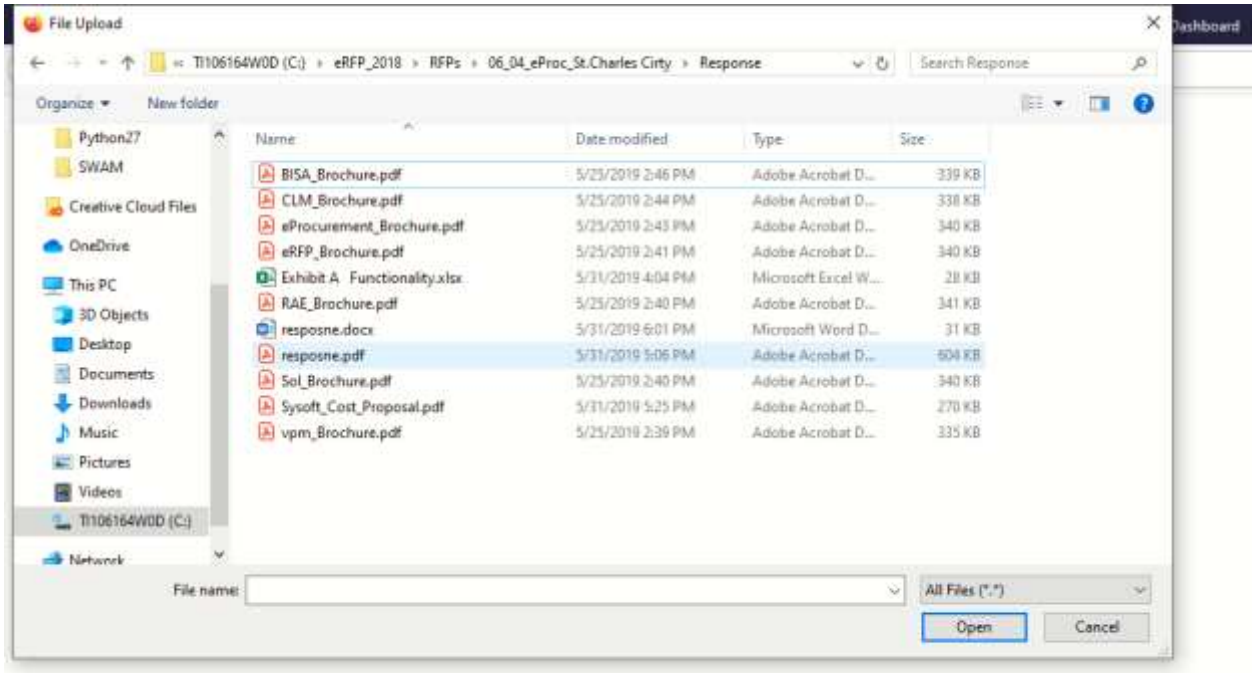
7. Now login to the submission web site woth your email address as login id and the password you created.



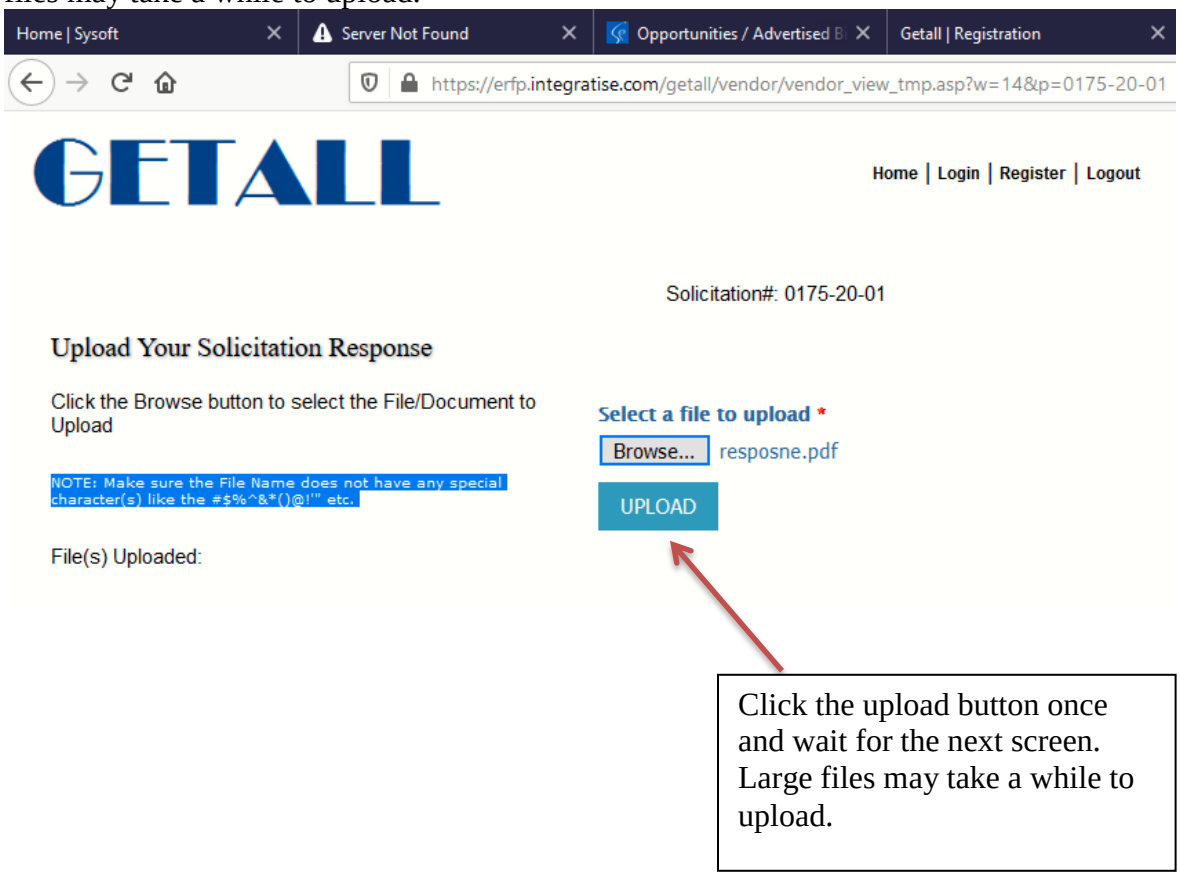
8. Check the solicitation you are responding to. Browse the file you like to upload. You can upload one file at a time.



9. **NOTE: Make sure the File Name does not have any special character(s) like the #$%^&*()@!'" etc.**

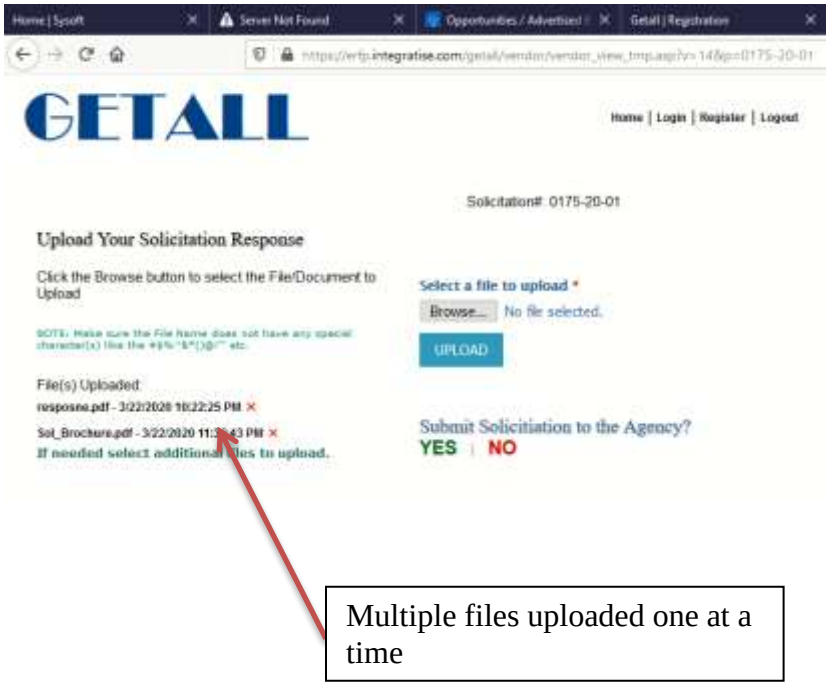


10. Choose your file and upload. Click upload once and wait for the next screen. Large files may take a while to upload.

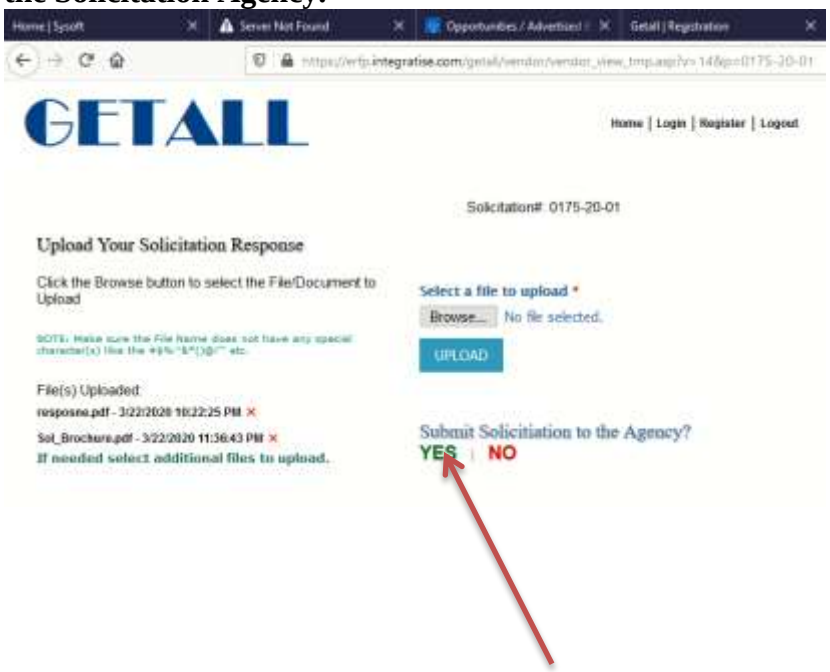


11. This screen confirms that the file has been received by the system. Clicking the red x allows you to delete the file in case you have uploaded a wrong file.

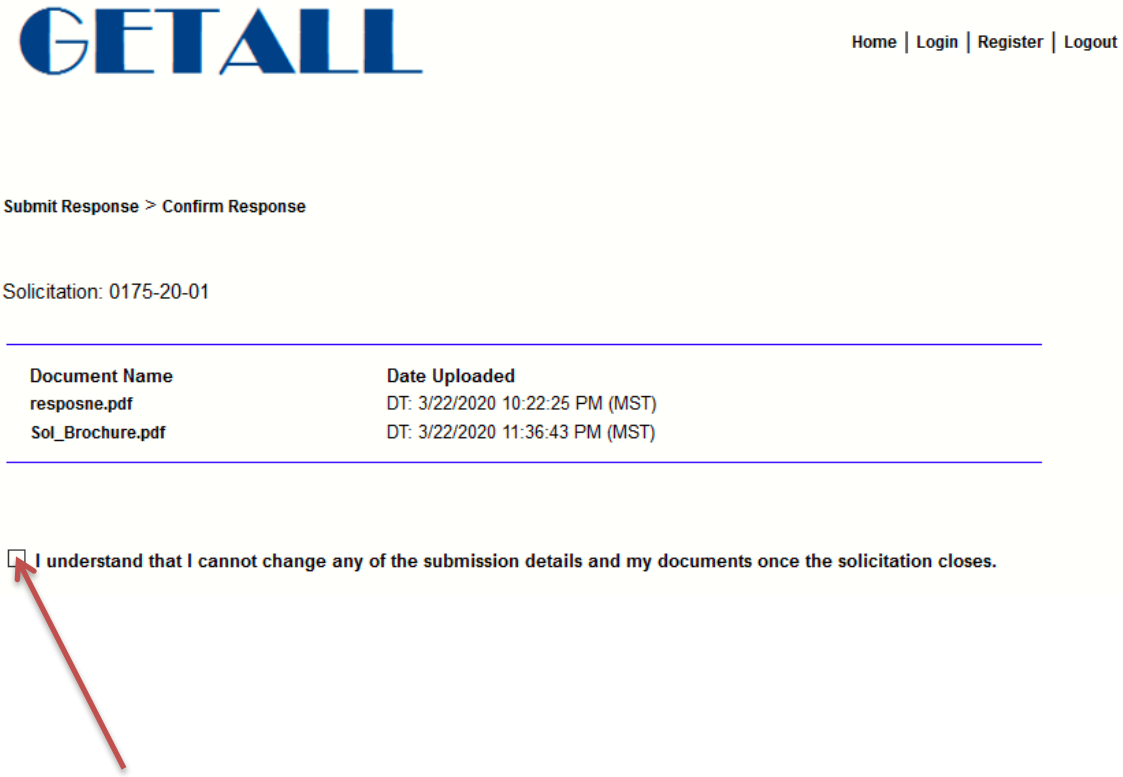
12. You can upload one file at a time. If you upload the same file (same file name) again, it will overwrite the last version. After you upload the second file (if needed), it will show up in the uploaded file list. Do not click YES (Submit Solicitation to the Agency) till you have uploaded all files and you are sure.

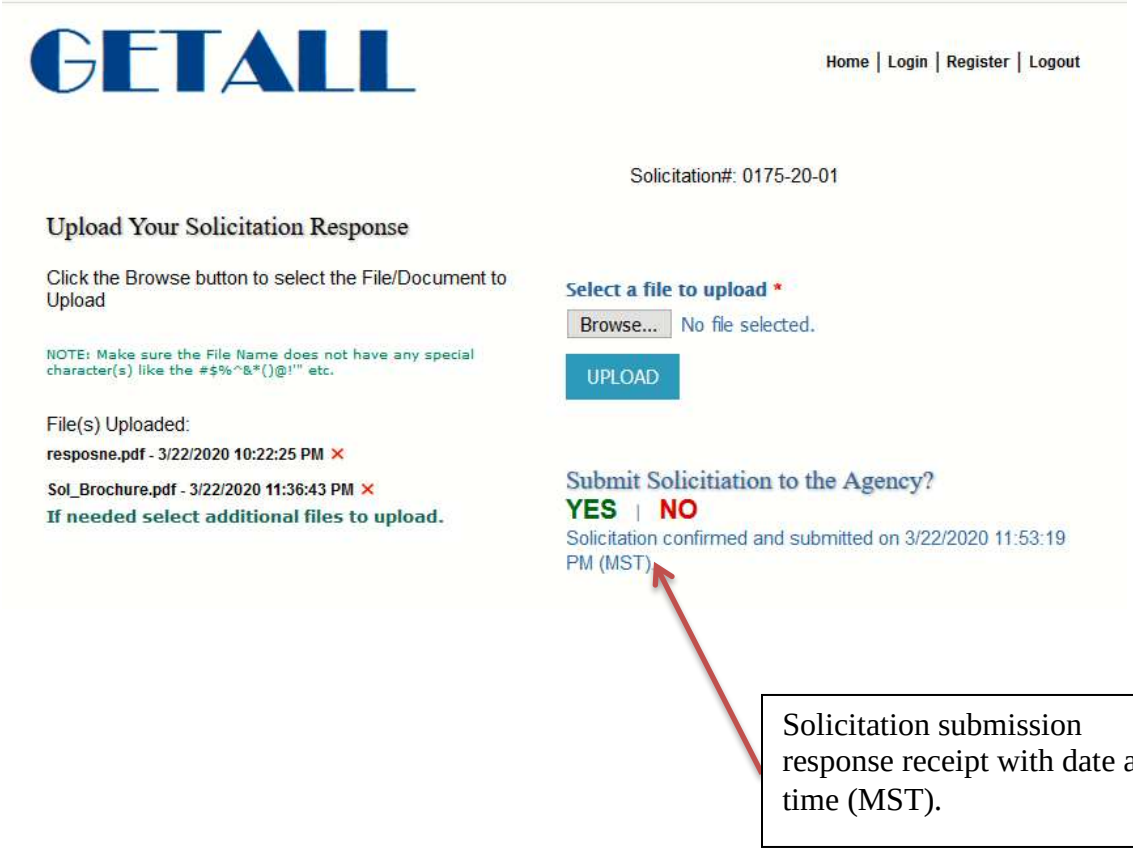


13. Now click the YES (Submit Solicitation to the Agency) button to send the files to the Solicitation Agency.



14. You can view the files uploaded. You need confirm the submission finally by clicking the check box below that mentions that you cannot change your submission any further.



15. You can submit solicitation.

16. You will see the following screen that the solicitation response was received with date and time (Mountain Standard Time).