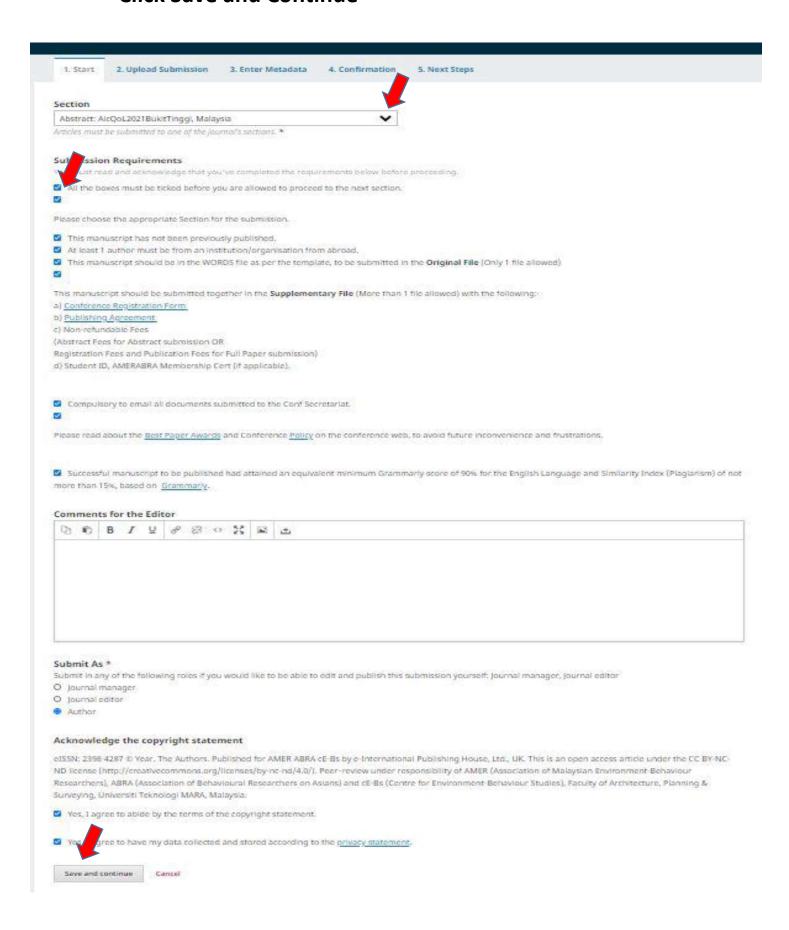
### After Login...

### Step 1: Click New Submission



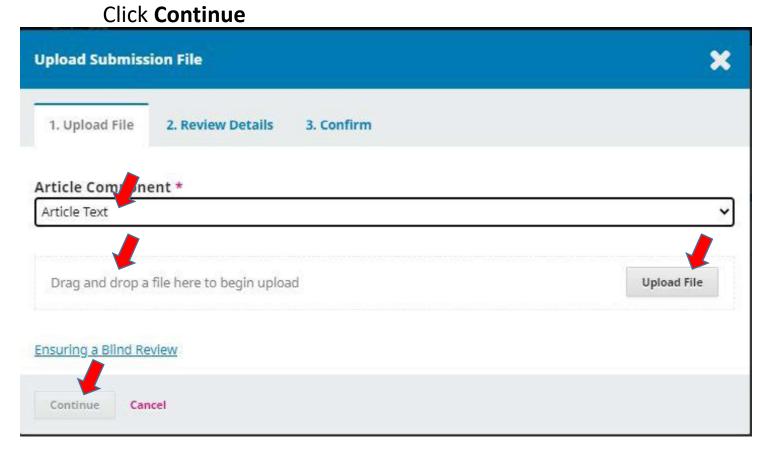
# Step 2: Drop down menu choose appropriate Section Tick ALL boxes Click Save and Continue



Step 3: Dropdown menu choose Article Text.

Drag & drop WORD file (Abstract or Full Paper)

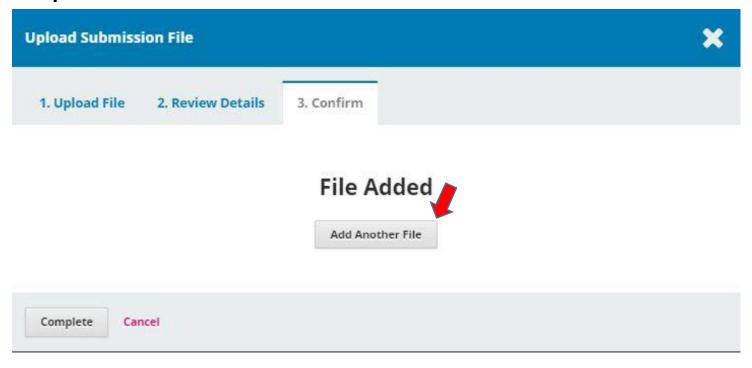
Upload File



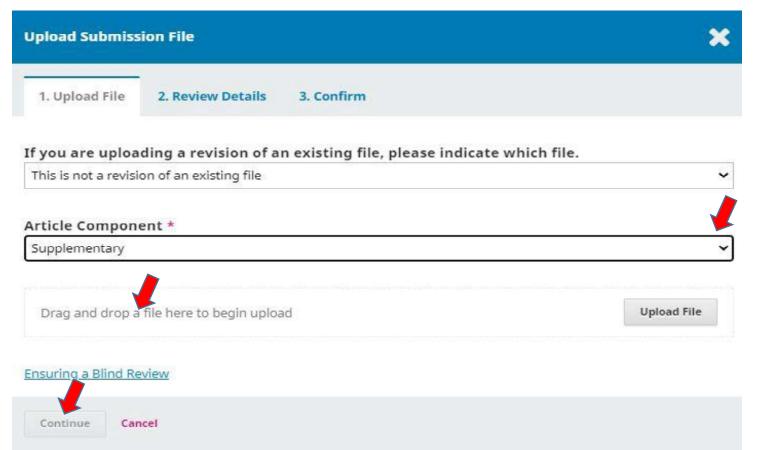
Step 4: Click Continue



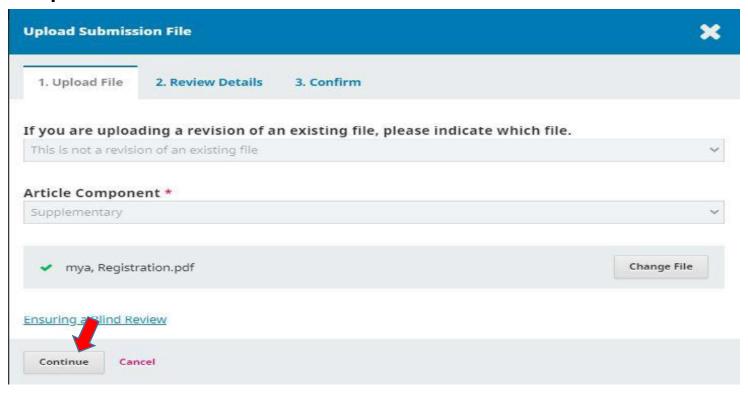
Step 5: Click Add Another File



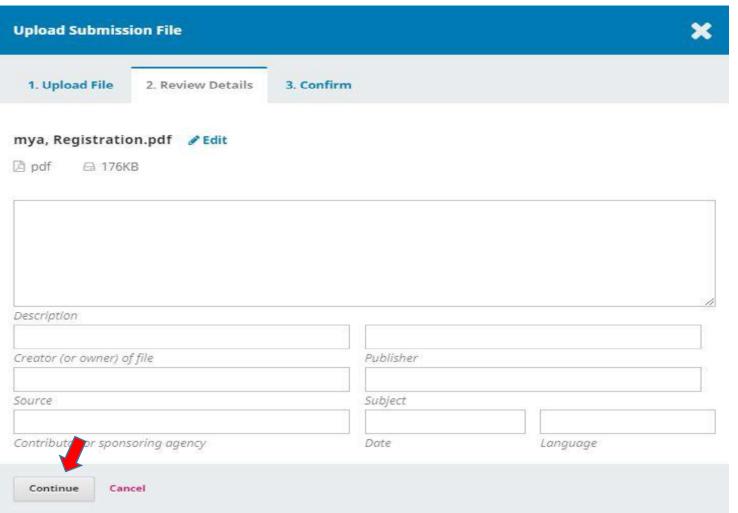
Step 6: Dropdown menu choose Supplementary
Drag & drop PDF file (Conf Registration)
Upload File
Click Continue



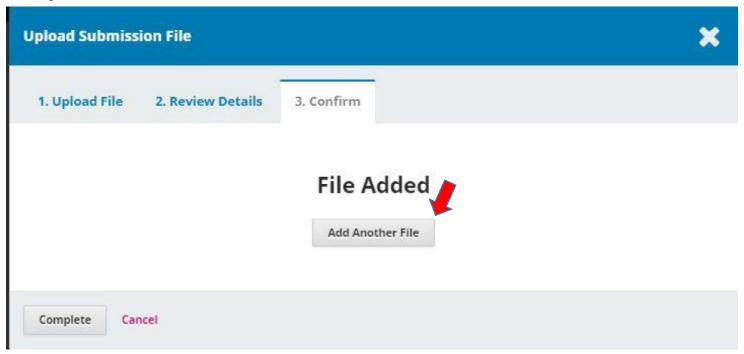
### Step 7: Click Continue



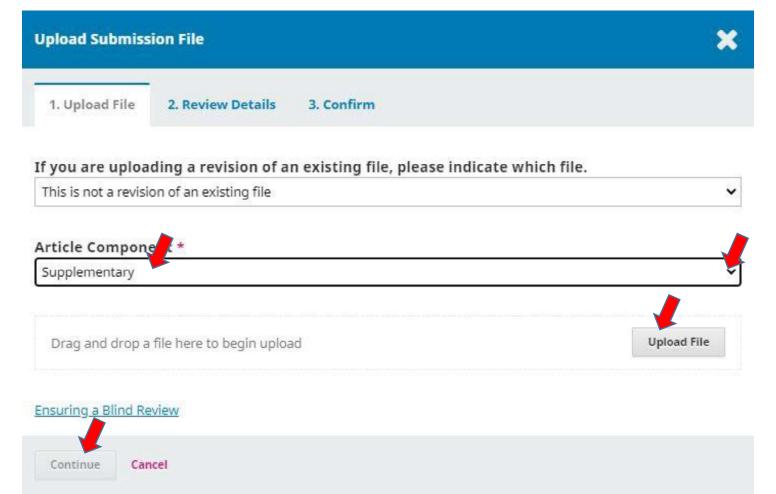
### Step 8: Click Continue



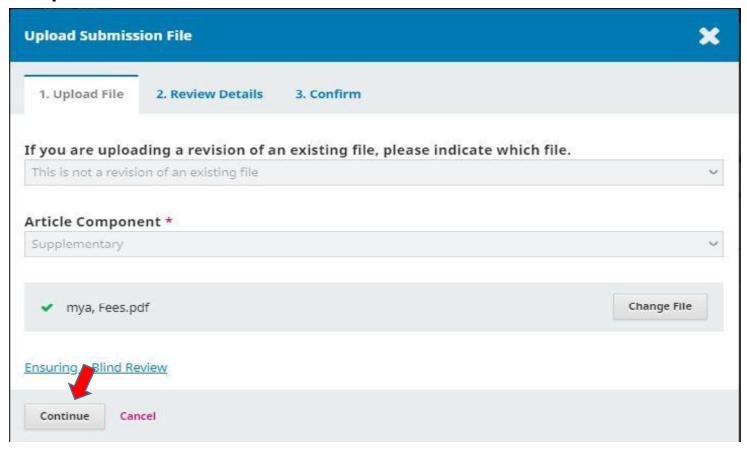
Step 9: Click Add Another File



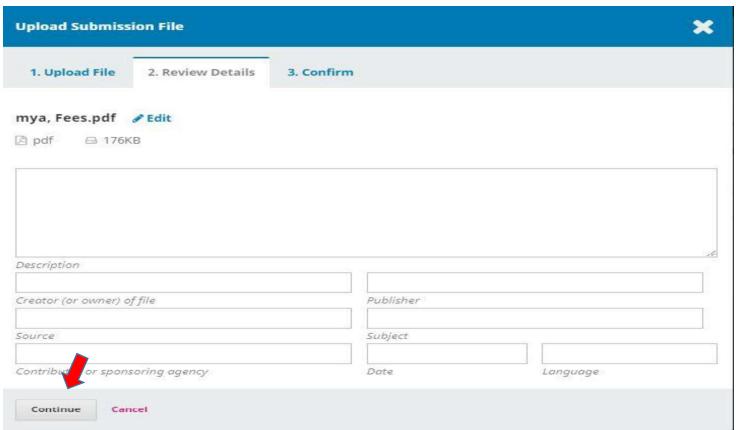
Step 10: Dropdown menu choose Supplementary
Drag & drop PDF file (Proof of payment)
Upload File
Click Continue



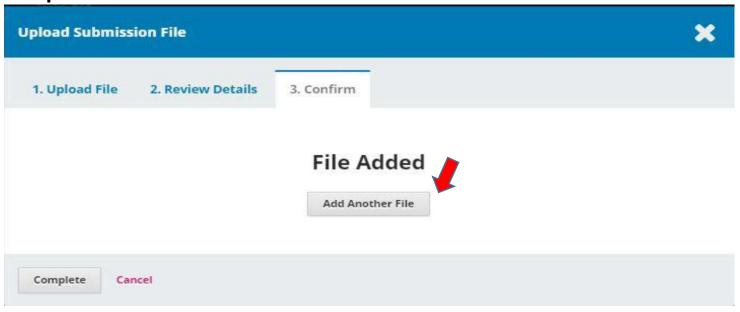
### Step 11: Click Continue



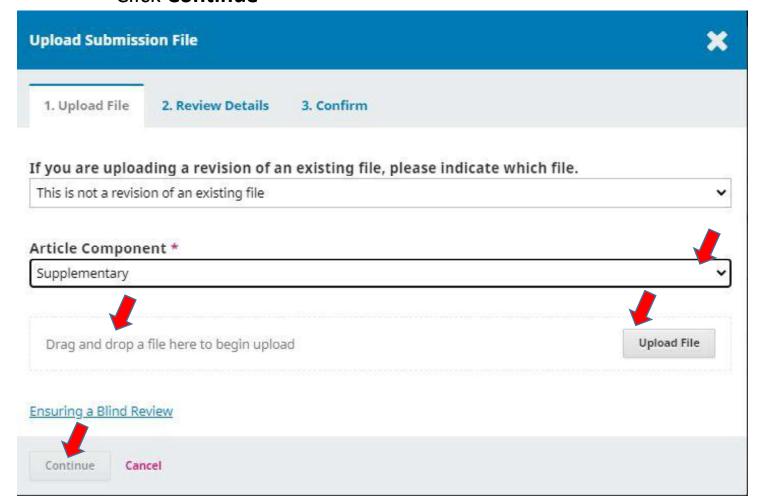
### Step 12: Click Continue



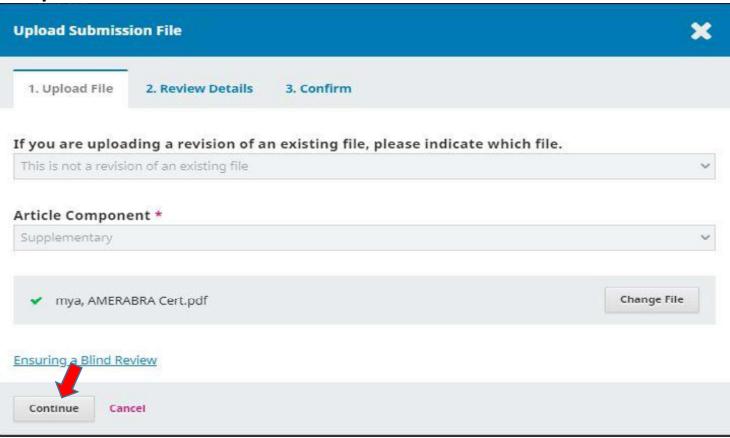
Step 13: Click Add Another File



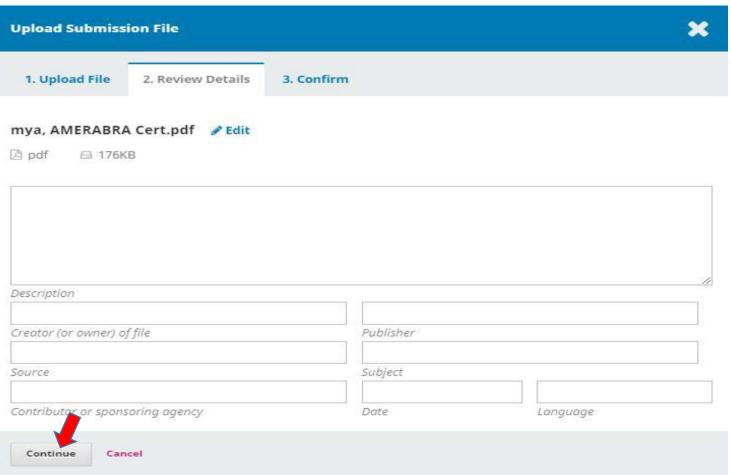
Step 14: Dropdown menu choose Supplementary
Drag & drop PDF file (AMERABRA Cert, if a member)
Upload File
Click Continue



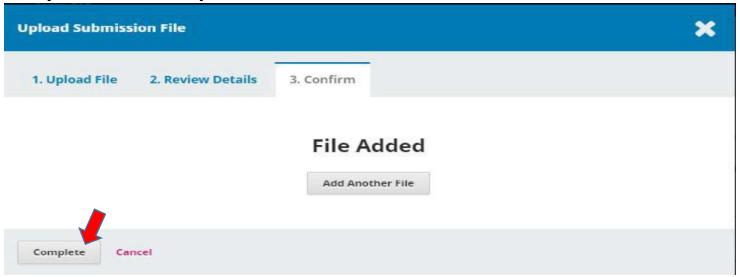
Step 15: Click Continue



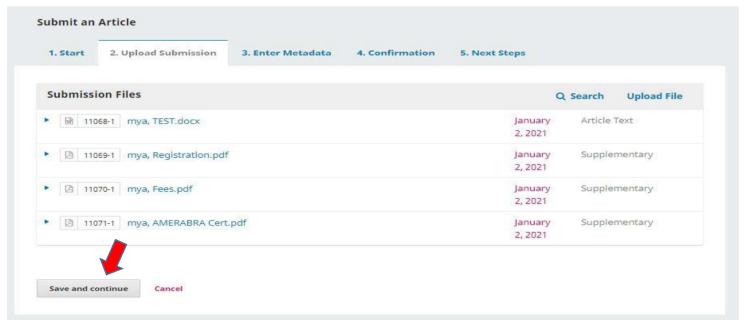
### Step 16: Click Continue



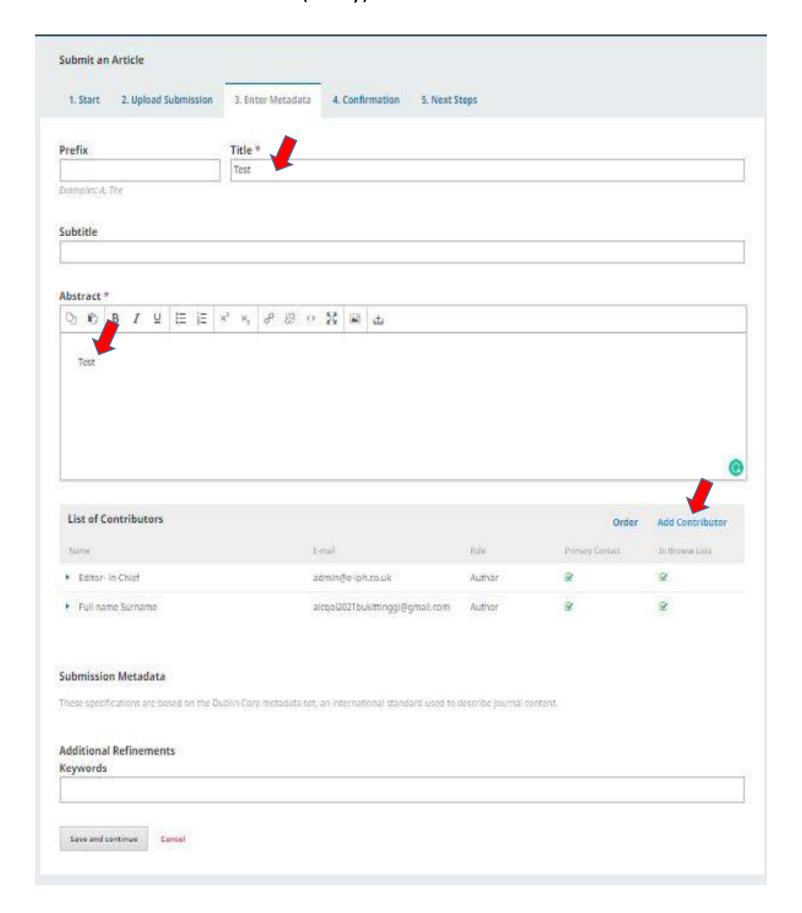
### Step 17: Click Complete



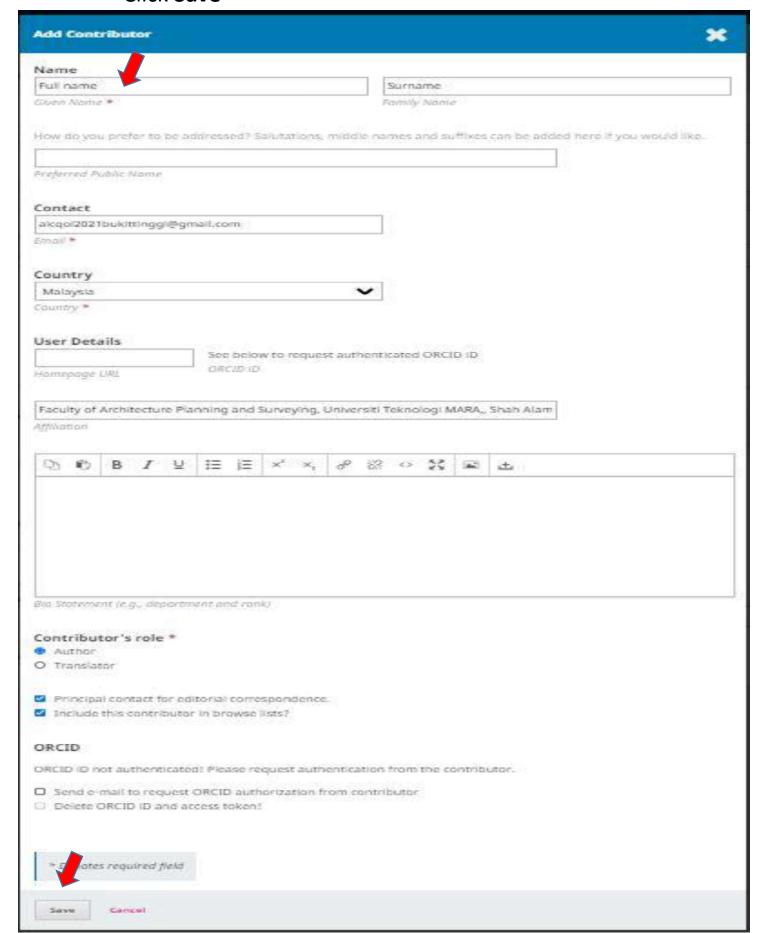
### Step 18: Click Save and Continue



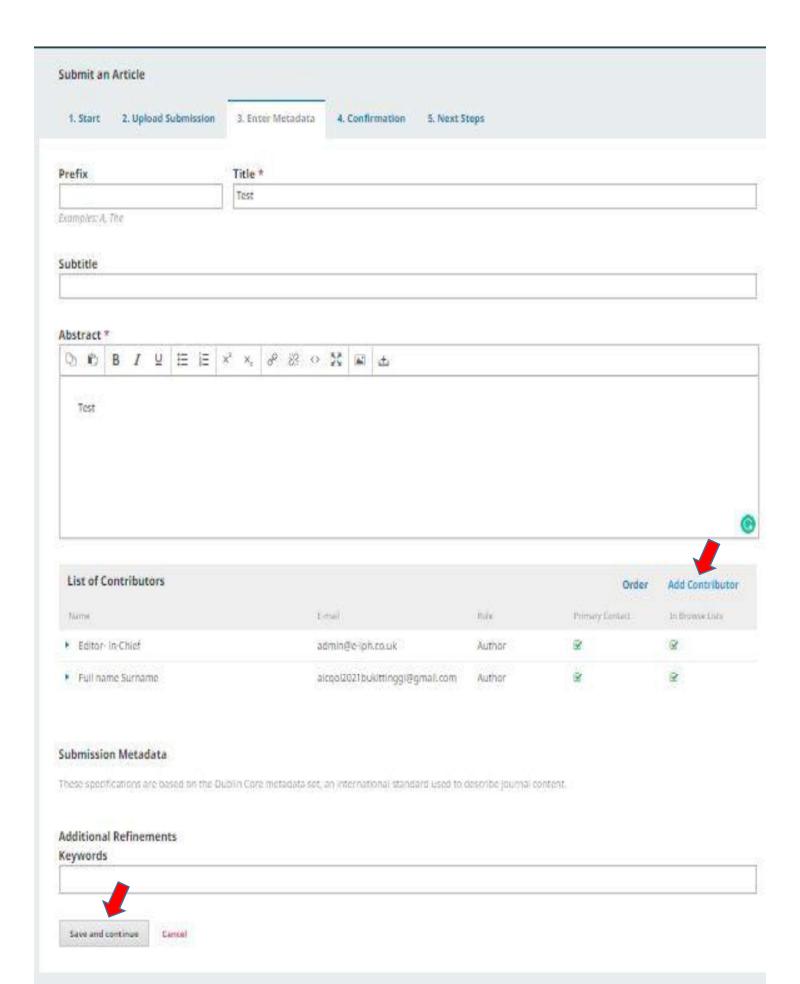
Step 19: Key in Title, Abstract
Add Contributor (if any)



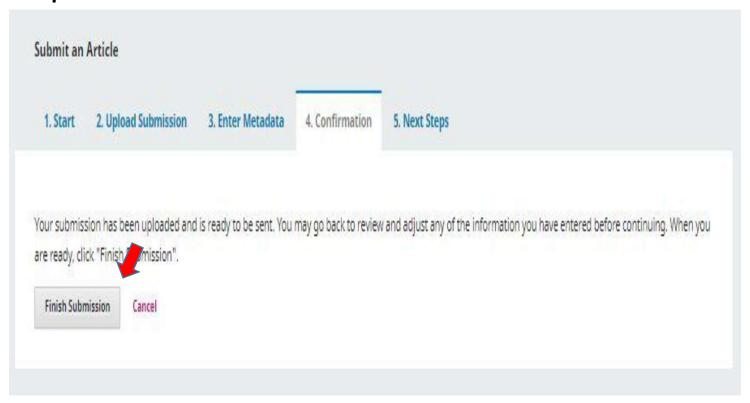
**Step 20**: Key in **Contributor's particulars**Click **Save** 



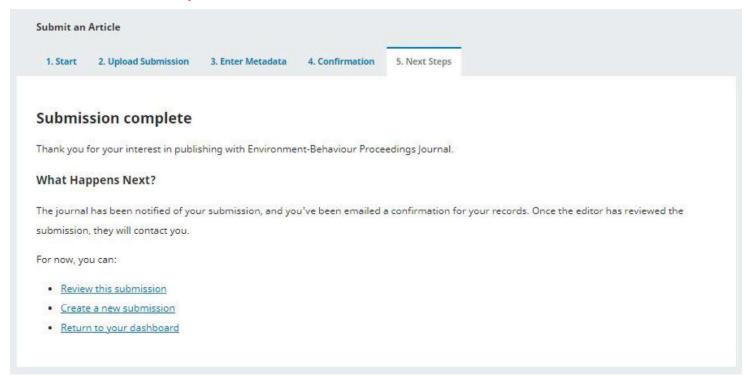
# Step 21: Add Co-authors (if any) Click Save and Continue



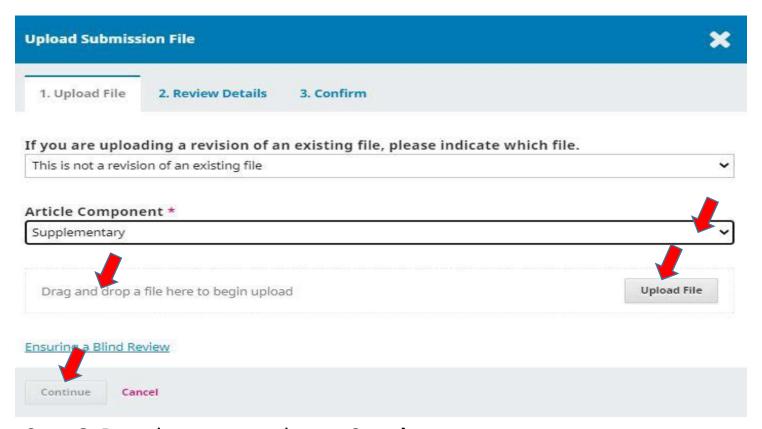
### Step 22: Click Finish Submission



### **Submission Completes**



### To save time, combine all the PDFs into 1 file and submit as in Step 6



Step 6: Dropdown menu choose Supplementary

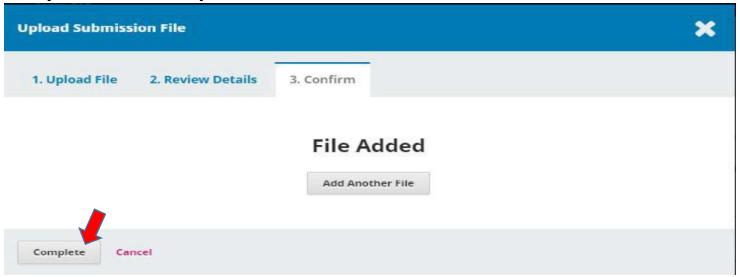
Drag & drop PDF file (Conf Registration +Fees + Cert + etc.)

Upload File

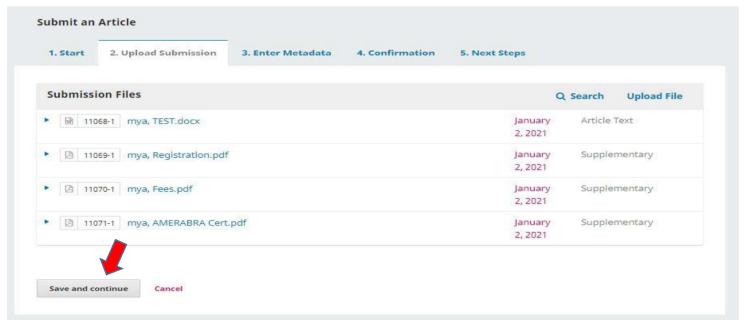
Click Continue

Which will lead you to Step 17
Then follow Step 18-22

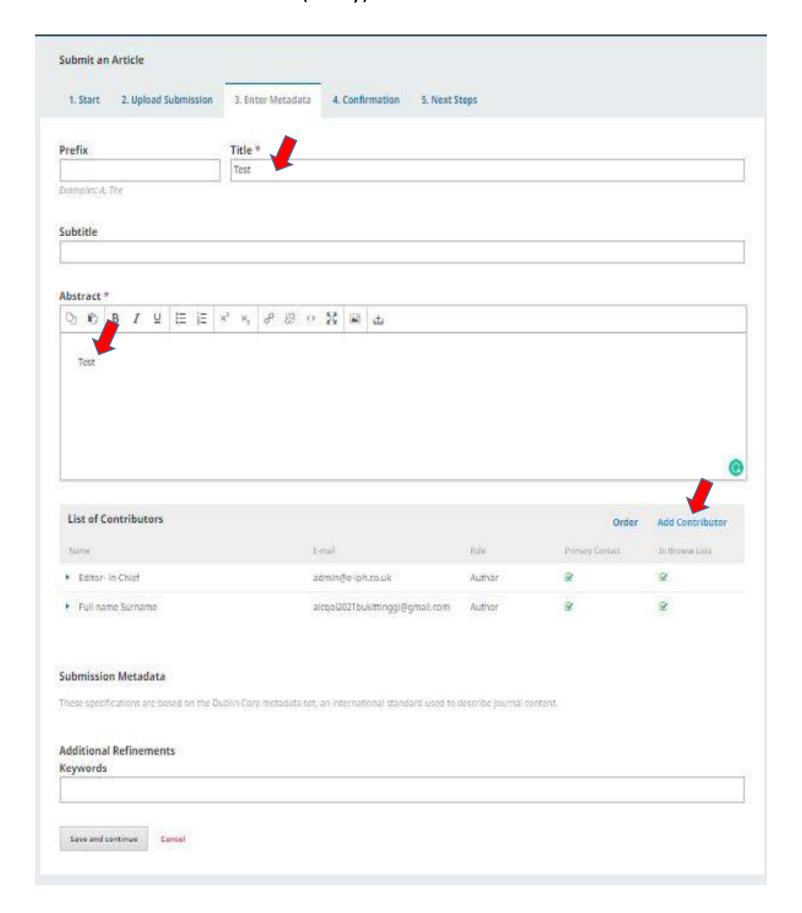
### Step 17: Click Complete



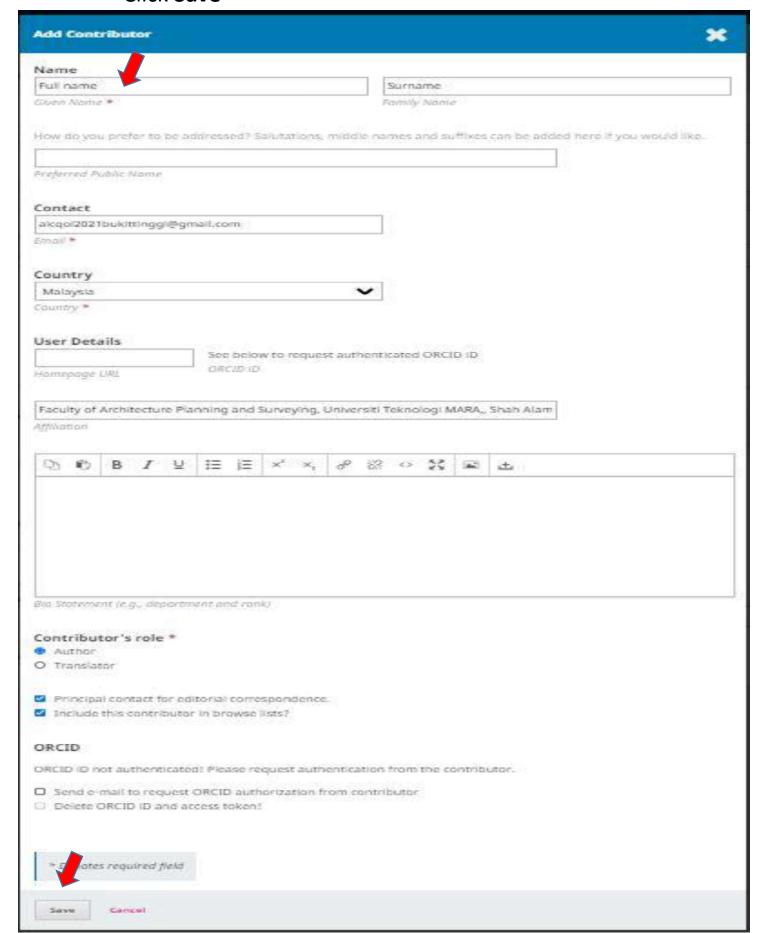
### Step 18: Click Save and Continue



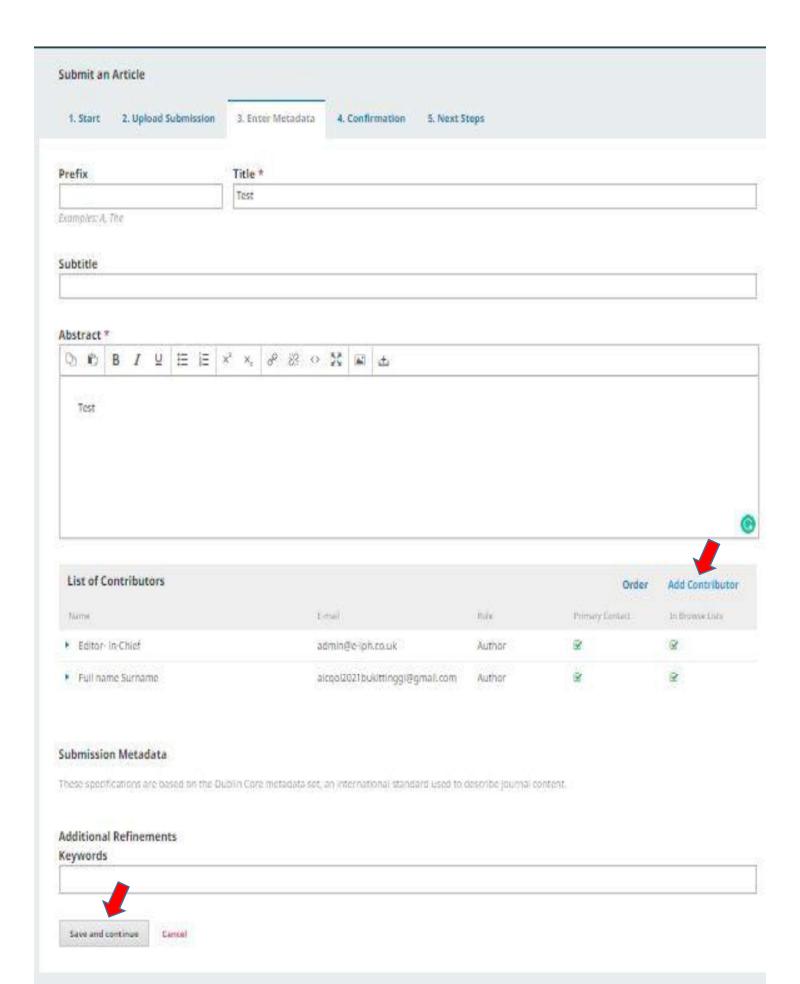
Step 19: Key in Title, Abstract
Add Contributor (if any)



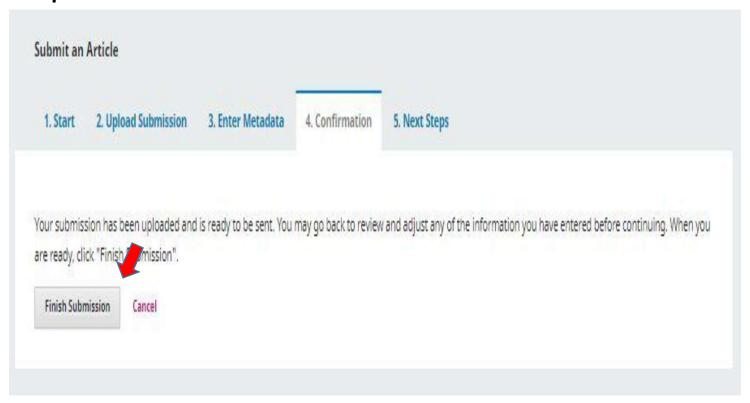
**Step 20**: Key in **Contributor's particulars**Click **Save** 



# Step 21: Add Co-authors (if any) Click Save and Continue



### Step 22: Click Finish Submission



### **Submission Completes**

