

## UPLOAD A PRESENTATION AND PRESENTATION CLEARANCE FORM

Your unclassified presentation and presentation clearance forms must be uploaded to our secure server. Emailed documents will not be accepted. Please call CPIAC at (410) 992-7300 if you need assistance uploading your presentation and presentation clearance form.

1. Go to <https://www2.cpiac.jhu.edu/docsub/login/myLogin.php>; click on “Click here to Register!”
2. Complete the registration form. This consists of your first and last name, the four digits of your presentation tracking number, your email address and a password you create. Your login information will be emailed to you.  
*Note:* your 4-digit presentation tracking number was provided in your acceptance email; contact CPIAC if you aren’t able to locate this information.
3. Retrieve the email acknowledgement of your registration on the upload site (save this email for future reference). Return to the URL provided in step 1 above and login using your user name and password as shown in the email acknowledgement. If you are the primary author of more than one presentation at this meeting, all of your presentations will appear as folders on the upload page; you can manage all of your documents using one login.
4. Upload your presentation and presentation clearance form.
  - Open the folder corresponding to your presentation.
  - Open the desired folder; choose from presentation clearances or presentations.
  - Click on Browse to locate the file(s) saved on your computer.
  - Choose the file you wish to upload.
  - Click the Submit button. A notice will appear verifying that your upload was successful and the document will be visible on the upload page.
  - Click on the Back button to return to the folders page.
  - The presentation and presentation clearance form must be uploaded separately. Subsequent uploads will overwrite previous files of the same file type and file name in each folder.
5. To replace a previously uploaded document, repeat steps 3 and 4. New uploads replace previous versions.