# Detailed Instructions
Uploading Documents to SigPort – sigport.org

1. Go to SigPort website, www.sigport.org.
2. Click the "Login" link at the top right of the screen.
3. Log in to SigPort website using your IEEE web account username and password.
   If you are not an IEEE member or do not have an account, you can create a free IEEE web account at https://www.ieee.org/about/help/my-account/web-account.html.
4. After logging in, click "Submit Your Work" link at the top of page from the menu. You will see an upload form appear on your screen.
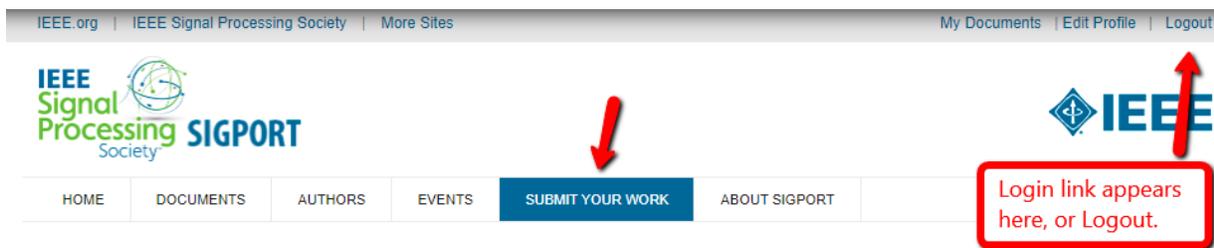
5. Upload your documents by filling out the fields on the form. The fields with a red asterisk (*) are required fields.
6. Follow the document upload and checkout process for your document

Step 1: Document Upload:

Field	Description
Title: *	Enter title for your document.
Document Files:	Click "Choose File" and select document to upload. Click "Upload". You will notice the file name appear after you upload (i.e. filename.pdf). Optional: You may add a different label for your file name instead of the original uploaded file name.
Image:	You may upload an image for your document. This image will be treated as a cover for your document. It can be a key figure in your document or an image representing the topic of your work. (For instructions on how to find free public domain images click here.) Files must be less than 200 MB and of the type png, gif, jpg,

	or jpeg.
Video Embed:	Two options (choose only one): 1.) *Video URL*: Enter the URL of your video presentation from YouTube, Vimeo, or IEEE.tv website. 2) *Video Upload*: Upload your video file (MP4 format) in the Video Upload field. File size must be less than 100 MB. .
Document Type: *	Select the type of document you are uploading from the list.
Event:	If the document you are uploading pertains to a specific event, i.e. a conference or a workshop, etc. select it from the list.
Paper Code:	Enter paper code (i.e. MMSP-L 1.1).
Document Year:	Enter the year in which your document was or will be presented.
Category: *	Enter the category (and subcategory if it applies) that best describes your document. You can add more than one by clicking "Add another item" button. If your document does not fit into any of these, enter it in "Other Categories" field.
Abstract:	Enter the abstract for your document.
Authors: *	Enter authors who are in the SigPort system one at a time. Add more than one, by clicking "Add another item". For all other authors, you may add them in the "Author List" field.
Submit:	Click the "Submit" button to upload document and review your uploaded document upon completion.

Step 2: Review

Upon clicking "Submit" button, your document is uploaded to the sigport.org, and appears on the following screen (see sample below.) Under "Paper Details", you will see your document appear for users to view or download.

For questions, please contact the SigPort team.