

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 of 3: 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.
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 proceed to the Checkout process.

Step 2 of 3: Checkout Process

- For SPS Conference or workshop authors, please use the coupon code provided by the conference to avoid a charge for uploading your document. If you do not have a coupon code, email SigPort editorial team at sp.ed.sigport@ieee.org.
- You will see the “Shopping cart contents” with your documents you uploaded, quantity and price. However, using the coupon code next, you will not be charged for the upload.
- Next, fill in the Billing Information. See Checkout Screen shown below.

Country:	Primary country of residence.
Full Name:	Enter your first and last name.
Address:	Enter your street address.
City:	Primary city of residence.
Coupon Code:	Enter the coupon code for the SPS event here.
Continue to Next Step	Click “Continue to Next Step” button to continue.

(Checkout Screen shown below)

CHECKOUT

For SPS conference authors, please use the coupon code provided by the conference to avoid the charge.

Shopping cart contents

Product	Price	Quantity	Total
SigPort Document	\$100.00	1	\$100.00

Order total **\$100.00**

Billing information

Country *

Full name *

Address 1 *

Address 2

City *

Coupons

Coupon Code

Enter here your coupon code.

or

- Enter Billing Information
- Enter Coupon Code provided
- Click Add Coupon
- Click Continue to Next Step.



Step 3 of 3: Review your Order

- Review your “order” details here.
- If you have used a Coupon Code provided to you, you will see an order total of “0”. You will see the coupon code you used and the granted amount. If it is fully paid, it will read “Payment is not required to complete your order” based on the type of coupon.
- Click “Continue to Next Step” after reviewing your order details (or click “Go back” to revise).
- You will see a “Checkout Complete” message as shown below, after a successful upload and checkout process. This completes your document upload! Your document now appears in the SigPort system. It will also be available on the sigport.org website.
- You will see your Order Number and a link to “View your order”.

CHECKOUT COMPLETE

Your order number is 2747. You can [view your order](#) on your account page when logged in. [Return to the front page.](#)

Upon clicking “view Your order” link within the “Checkout Complete” message, you will see the following information about your “order”/ upload.

ORDER 2747

Title	Document	Unit price	Quantity	Total
SigPort Document (sigport-doc)	Test	\$0.00	1	\$0.00

Subtotal	\$100.00
Percentage coupon	-\$100.00
Order total	\$0.00

Billing information:

Test Only
445 Hoes Ln.
Piscataway
Afghanistan

