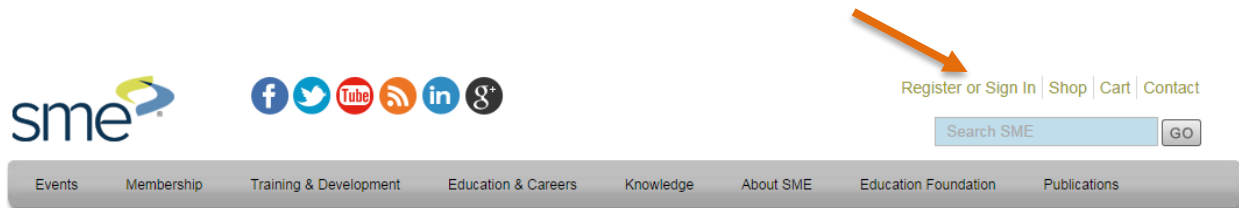


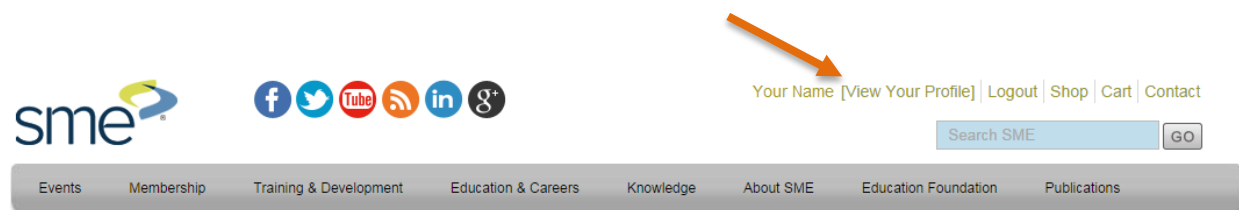


Uploading a Lean Portfolio/Accomplishment Record

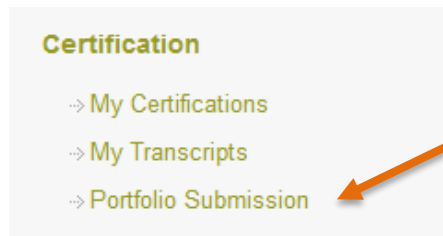
To upload your Lean Portfolio/Accomplishment Record, **log into your SME Customer Account** at sme.org and click “Register or Sign In” in the upper right hand corner of the Webpage. If you need assistance, call SME Customer Care at 800.733.4763 or 313.425.3000.



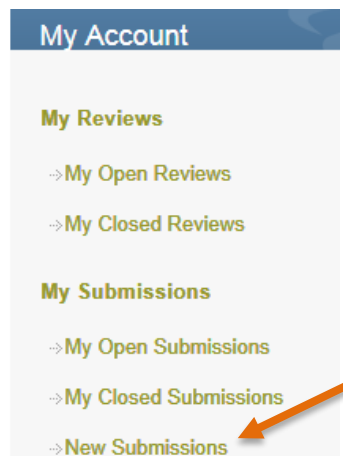
1. After signing in, click **View Your Profile** (located in the upper right hand corner of the Webpage).



2. Click **Portfolio Submission**



3. Click **New Submissions**



4. Click **Start** next to submission type of the Portfolio/Accomplishment Record you are uploading.

[My Account > View Abstracts](#)

View Abstracts

Start Submission

Call Title	Submission Type Description	
Lean Certification Portfolio/Accomplishment Record	Bronze Portfolio	Start
Lean Certification Portfolio/Accomplishment Record	Gold Portfolio	Start
Lean Certification Portfolio/Accomplishment Record	Silver Portfolio	Start

Page size: 20 3 items in 1 pages

5. Are you an **Author on this submission**? This will automatically be prepopulated to **“Yes”**
6. Enter the **Title** of your submission
7. Select **Lean Portfolio** for the **Category**
8. **Length in Minutes** – Not applicable for the portfolio
9. **Audience Level of Expertise** – Not applicable for the portfolio
10. **Min. Number of Required Reviewers** – enter **“1”**

View Abstracts

Submitter Submission: My new Submission

Print Submission

Submission Status: **Draft**

Submission Information

Details

Content & Materials

Submission Preview

Are you a Author on this submission?

Yes

No

Submission Information

* Title

My Lean Silver Accomplishment Record

Category

Lean Portfolio

Length in Minutes

Audience Level of Expertise

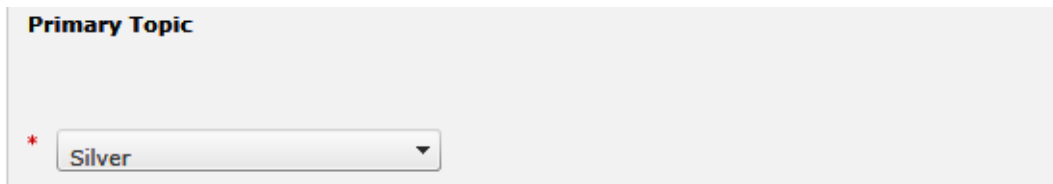
Min. Number of Required Reviewers

11. **Topic Options** will automatically list the portfolio selection you made when you started your submission. Click the **arrow** to move the topic over.

Topic Options



12. **Primary Topic** will automatically populate after moving your topic option over.



13. **Keywords** – select the keyword and click the **arrow** to move over.

Keywords



14. Click **Save and Continue**

Keywords



15. Verify/update your personal information

Name and Affiliation

Prefix	First Name	M.I.	Last Name	Suffix	Credentials
Mr	* John		* Doe		
Institution			Department		

16. Verify/update continuation

Address Information

Address1			
* 555 Lean St.			
Address2			
City	State/Province	Zip/Postal Code	
* Dearborn	* MI	* 48128-2408	
Country			
* United States			
<input type="checkbox"/> This address is confidential			

17. Select **Continue** and Click **Go**

Contact Information

Email	<input type="checkbox"/> Do not publish
* John.Doe@email.com	
Phone	
(313) 555-5555	
Fax	
(313) 555-5556	
Previous	Save and Continue
	Go

18. In the Word text box, add a course outline or a note about your Portfolio/Accomplishment Record. **This is a required field and must contain text to proceed.**

19. Click **Add Another** if you have more than one outline or note to submit.

Please answer the following questions to the best of your abilities

* 1. Add a course outline or a note about your portfolio

[Add Another](#)

Comments

This is my final silver portfolio

20. Click **Choose File** and select your portfolio (Please use the following naming convention for your file: **Customer ID-LastName FirstName-LeanCertLevel**).

21. Click **Upload**

File Name	Description	File Size	Download	Remove
1112223-DoeJohn-SilverLevel.docx	1112223-DoeJohn-SilverLevel.docx	0.65 MB	Download	Remove

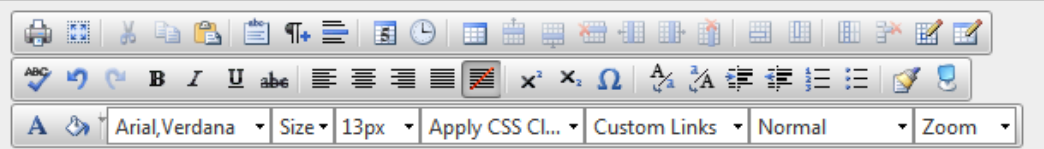
Choose File File **Upload**


22. Enter **Yes** in the text box to **Agree to the Terms and Conditions**.

Please answer the following questions to the best of your abilities

* 1. Do you agree to the terms and conditions [Add Another](#)

Comments



Yes 


23. The **Usage Questions** are not applicable for portfolios. Please make sure all questions are answered **No**.

24. **Save and Continue**

Usage Questions

If accepted, can we record your presentation?	No ▾
If accepted, can we take photographs during your presentation?	No ▾
If accepted, can we publish your submission?	No ▾
If your submission is declined, do you want this submission considered for other presentations?	No ▾

Previous
Save and Continue



25. Verify your submission details

Submission Information [Edit](#)

Submission Title:	Revised Silver Portfolio	Submitted On:			
Submission ID:	171171118	Length in minutes:	0		
Alternate Submission No:		External Status:	Draft		
Call for Participation:	LEANCERT				
Primary Author:	John Doe				
Corresponding Author:	John Doe	Presenting Author:			
Primary Topic:	Silver	Topics:	Silver		
Category:	Lean Portfolio				
Keywords:	Integrative (Silver)				

Authors [Add](#)

Primary Author Information [Edit](#)

Author Name: Doe, John	Email: John.Doe@email.com	Author Role: Author
Author ID: 171171120	Phone: (313) 555-5555	<input checked="" type="checkbox"/> Primary
Institution Name:	Fax: (313) 555-5556	<input checked="" type="checkbox"/> Corresponding
Address 1: 555 Lean St.		<input type="checkbox"/> Presenting
Address2:		
City, State, Zip: Dearborn, MI, 48128-2408		

26. **Verify your submission details** continuation. If your submission details are accurate please click **Submit**.

Text Blocks [Edit](#)

Question: Add a course outline or a note about your portfolio

Answer: My revisions for my silver portfolio

Attachments [Edit](#)

File Name	Description	File Size	Download
1112223-DoeJohn-SilverLevel.docx	1112223-DoeJohn-SilverLevel.docx	0.65 MB	Download

Submission Disclosure Questions [Edit](#)

Question: Do you agree to the terms and conditions

Answer: Yes

Comments:

Usage Questions [Edit](#)

Q: If accepted, can we record your presentation?

A: No

Q: If accepted, can we take photographs during your presentation?

A: No

Q: If accepted, can we publish your submission?

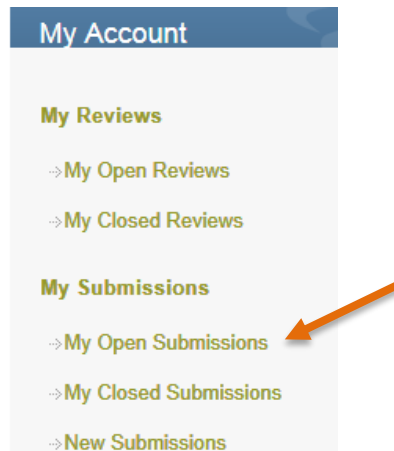
A: No

Q: If your submission is declined, do you want this submission considered for other presentations?

A: No

[Previous](#)
[Save for Later](#)
Submit

27. Click **My Open Submissions** to view your portfolio submission.



Submission Title	Author	Submission Status	Type
Revised Silver Portfolio	Author	Under Review	Silver Portfolio

Congratulations your Portfolio/Accomplishment Record has successfully been uploaded. Your portfolio will be assigned to the next available reviewer(s). Your review may take 30-60 business days. Please note that a Bronze Portfolio is reviewed by one reviewer, a Silver Accomplishment Record is reviewed by two reviewers, and a Gold Accomplishment Record is reviewed by three reviewers.

If you experience any problems while uploading your portfolio please take screen shots of any error messages or problems you run into and email them to certification@sme.org.