## LEAN PORTFOLIO/ACCOMPLISHMENT RECORD UPLOAD INSTRUCTIONS

1. Log into your SME profile by clicking "Register or Sign In"



Register or Sign In Cart Contact

Search SME

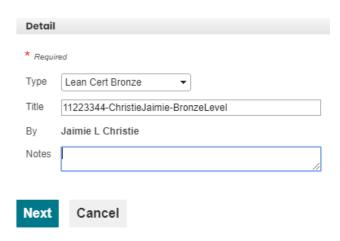
2. Click on "My Portfolio Submissions"

## Certification

- → My Certifications
- → My Transcripts
- → My Exam Scores
- → My Portfolio Submissions
- 3. Click on "Add Submission"

Add Submission

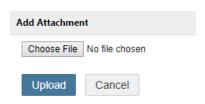
- 4. Select the portfolio "Type"
- 5. Enter the "Title" of your submission (please use this naming convention for your portfolio/AR submission: Customer ID-LastName FirstName-LeanCertlevel)
- 6. Click "Next"



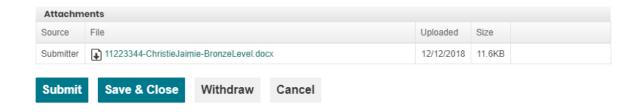
7. Click on "Add Attachment" to upload your portfolio or accomplishment record (AR)



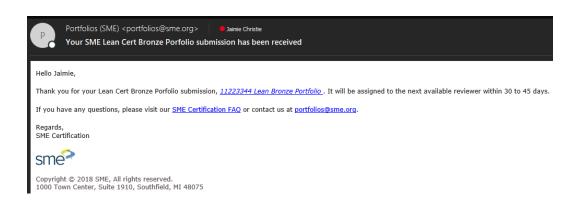
- 8. Click "Choose File"
- 9. Click "Upload"



- 10. You will see your successful upload under the attachments section.
- 11. Click "Submit" or if you wish to wait you can click on "Save & Close" to come back to it later and submit.



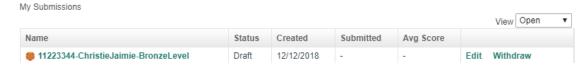
12. Once your portfolio has been uploaded you will receive an **automatic notification** from portfolios@sme.org



13. To view your submissions, Click on "My Portfolio Submissions"



## **My Portfolio Submissions**



- 14. If you would like to cancel your submission, click on "Withdraw"
- 15. After clicking on "Withdraw" you will receive this message.

Are you sure you want to withdraw this submission?



- 16. Click "OK" if you wish to withdraw.
- 17. Click "Cancel" if you no longer wish to withdraw.
- 18. You will receive an automated email from <a href="mailto:portfolios@sme.org">portfolios@sme.org</a> indicating your portfolio has been withdrawn

