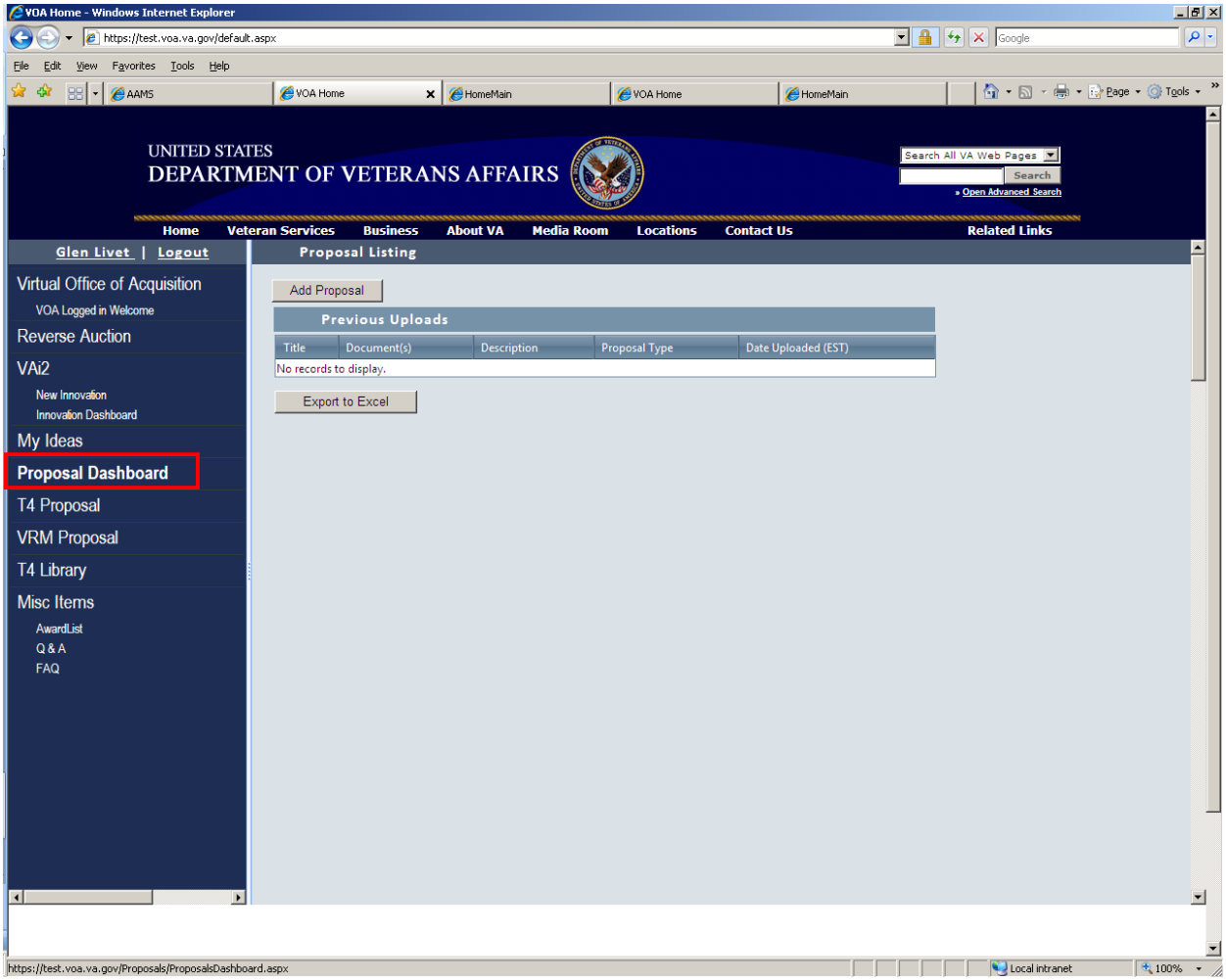
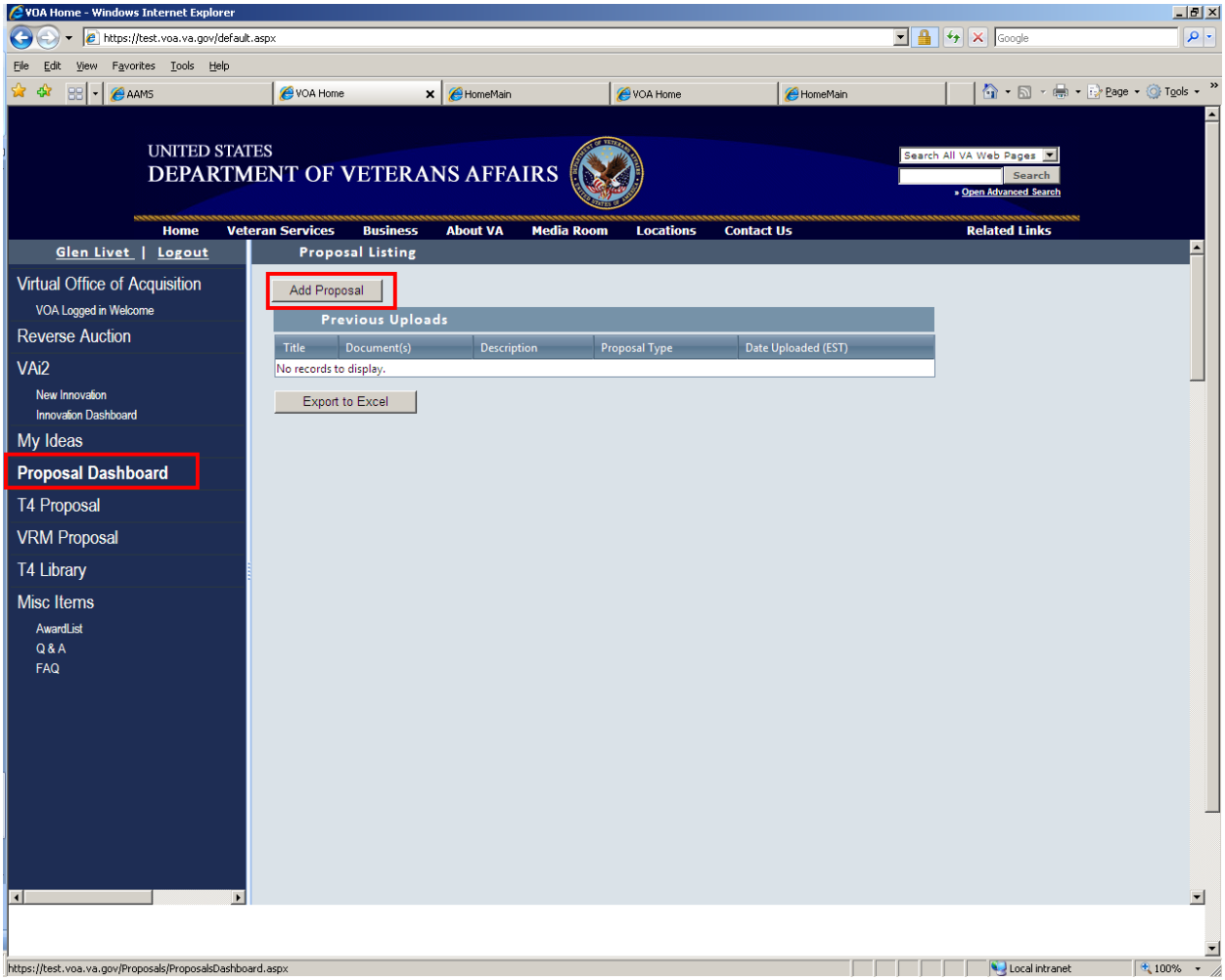
VOA Proposal Submission Instructions v1.0

1) After logging in, click on Proposal Dashboard in the left navigator

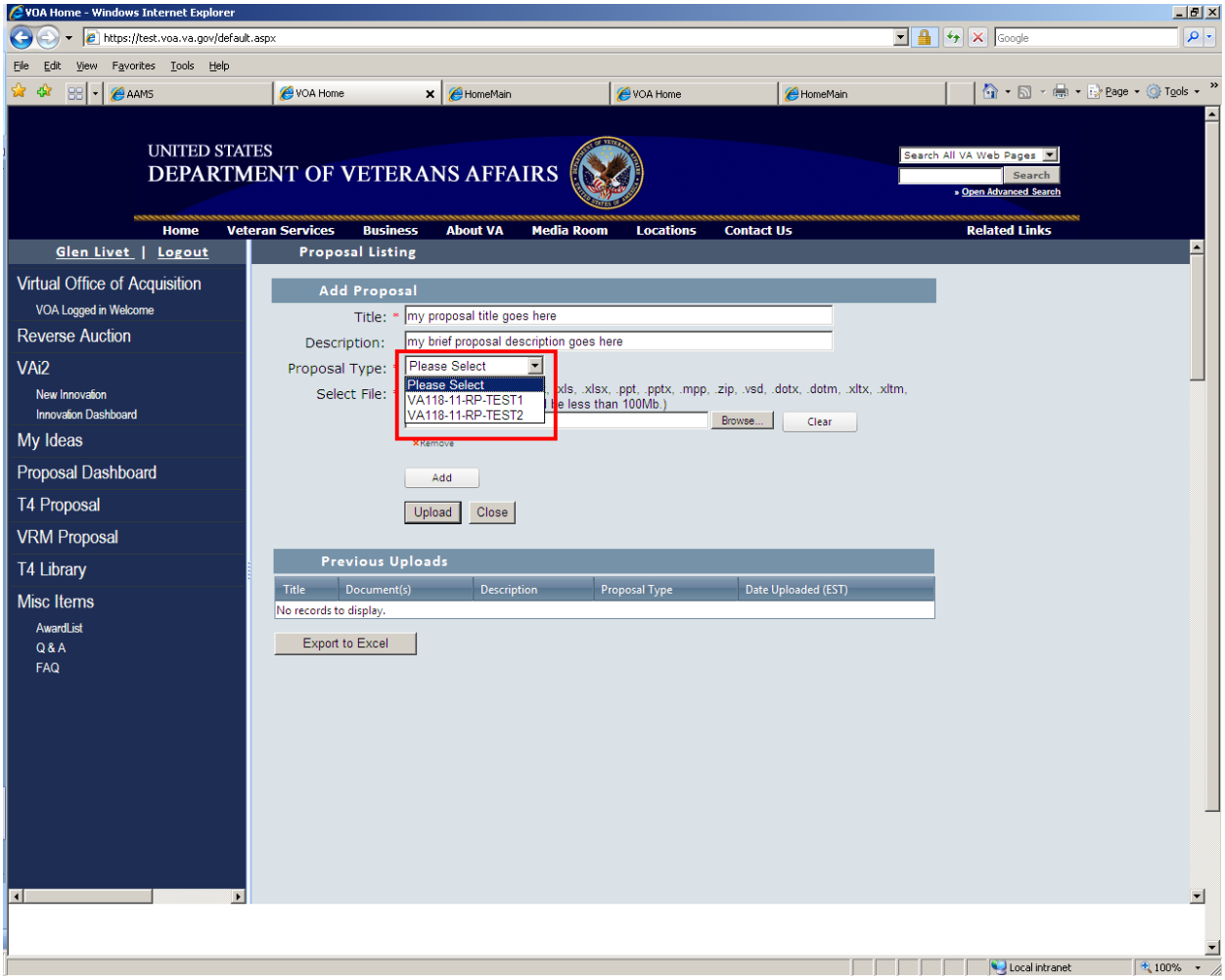


\

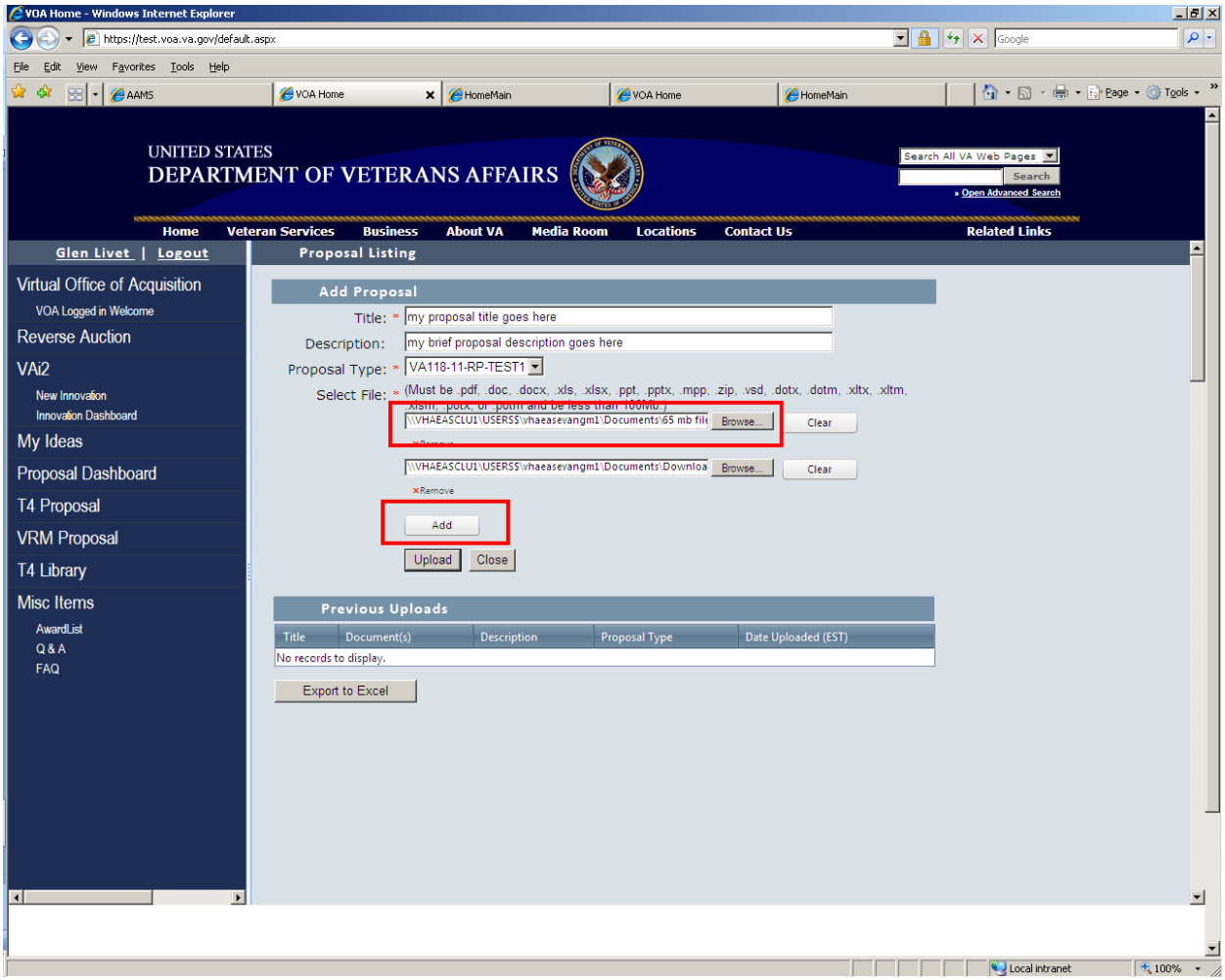
2) Click on Add Proposal button in the center of the page



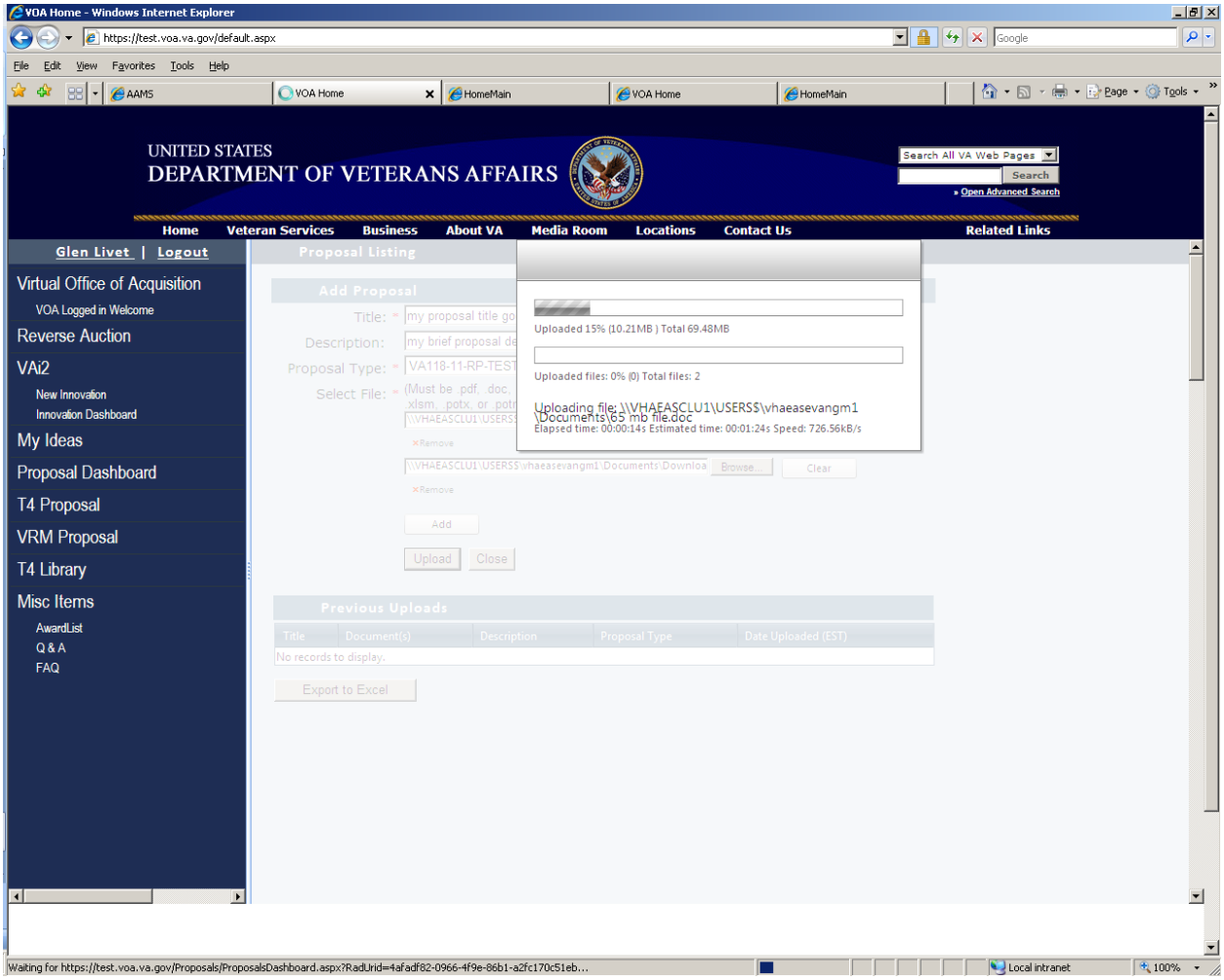
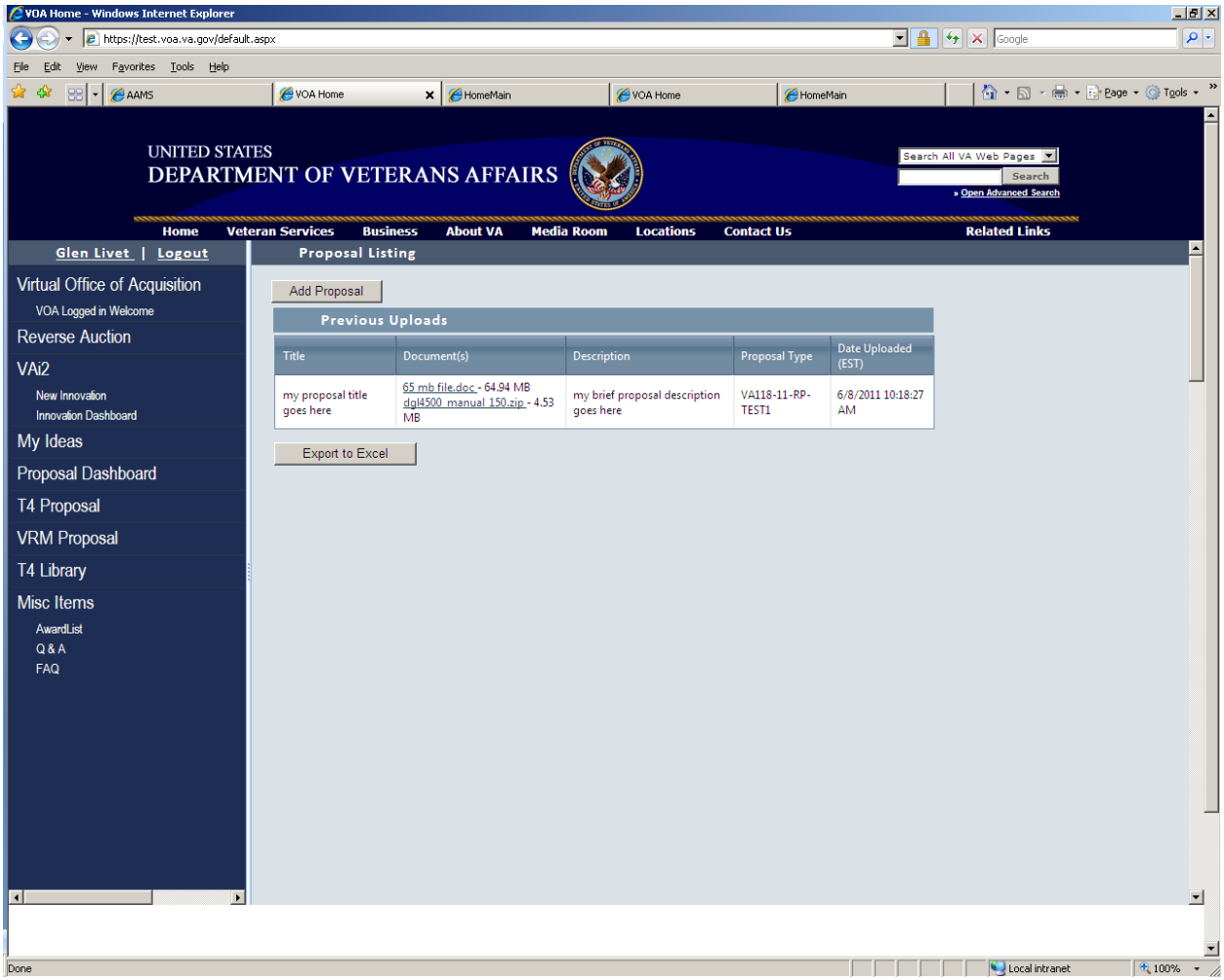
3) A form will open up to be filled out. Proposal Type should be selected to coincide with the solicitation number that is being proposed against



4) After filling out the rest of the form, click on the BROWSE button to select your proposal file. To add additional file upload areas, click on ADD and then BROWSE again to select an additional file. **NOTE: ZIP files are permitted, but please do not submit ZIPX files.** When the form is filled out and the files are selected click on the UPLOAD button to start your proposal submission.



5) A dialogue box will appear that shows the status of your upload. Please do not close the window until this upload is complete.



6) Upon completion, a grid will display with the files uploaded. A date and time stamp will accompany your submission. Submissions cannot be changed to an already submitted proposal. To change/modify/edit your submission, please resubmit a new form using the ADD PROPOSAL button and describe the situation in the description on the form.