**Attaching a File to Your Proposal**

Follow the steps below to upload a file to your proposal including your paper.

1. Login to MemberLeap using the following URL

<https://mms.pnsqc.org/members/proposals/propselect.php?orgcode=PNSQ&prid=1013939>

1. Click on Access Existing Proposal:



You will see the following screen



If you do not see your proposal, provide the email and the Passcode. A passcode was assigned to you when you submitted the proposal. You will see your original proposal.

1. Click on Access Proposal

You will see your original proposal



Make sure you check the Privacy Policy box.

1. Click on the proposal Tab



1. Scroll down to Submit Proposal File



1. Click on Add Files and Select a file from your source.

Make sure file name includes your name (primary author)



1. Save and continue.

Your file will be listed under submitted files.



This will conclude your process.