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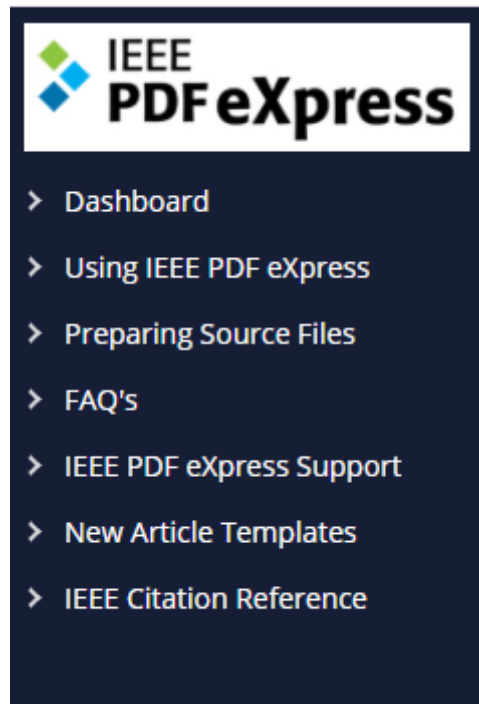
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Conference ID	52169X
Email Address	Your_email_address
First Name*	<input type="text" value="Enter first name"/>
Middle Name	<input type="text" value="Enter middle name"/>
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Suffix (jr/Sr/III)	<input type="text"/>
Salutation (Informal name)	<input type="text"/>
Telephone Number	<input type="text" value="Enter telephone number"/>
Fax Number	<input type="text" value="Enter fax number"/>
Institution (affiliation)*	<input type="text" value="Enter institution"/>
Department*	<input type="text" value="Enter department"/>
Address*	<input type="text" value="Enter address"/>
Address 2	<input type="text" value="Enter address2"/>
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State	<input type="text" value="Enter state"/>
Zip Code*	<input type="text" value="Enter zip code"/>
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*Indicates a required field

3. Click **Submit**.

4. Click **Dashboard**



5. Click **Create New Title**.

IEEE PDF eXpress® Dashboard:52169X

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Click "RELOAD" button to refresh the PDF Conversion/Validation status.

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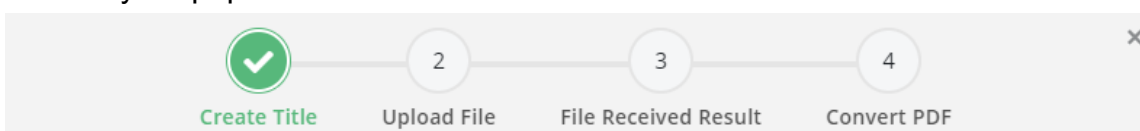
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Paper ID	Paper Title

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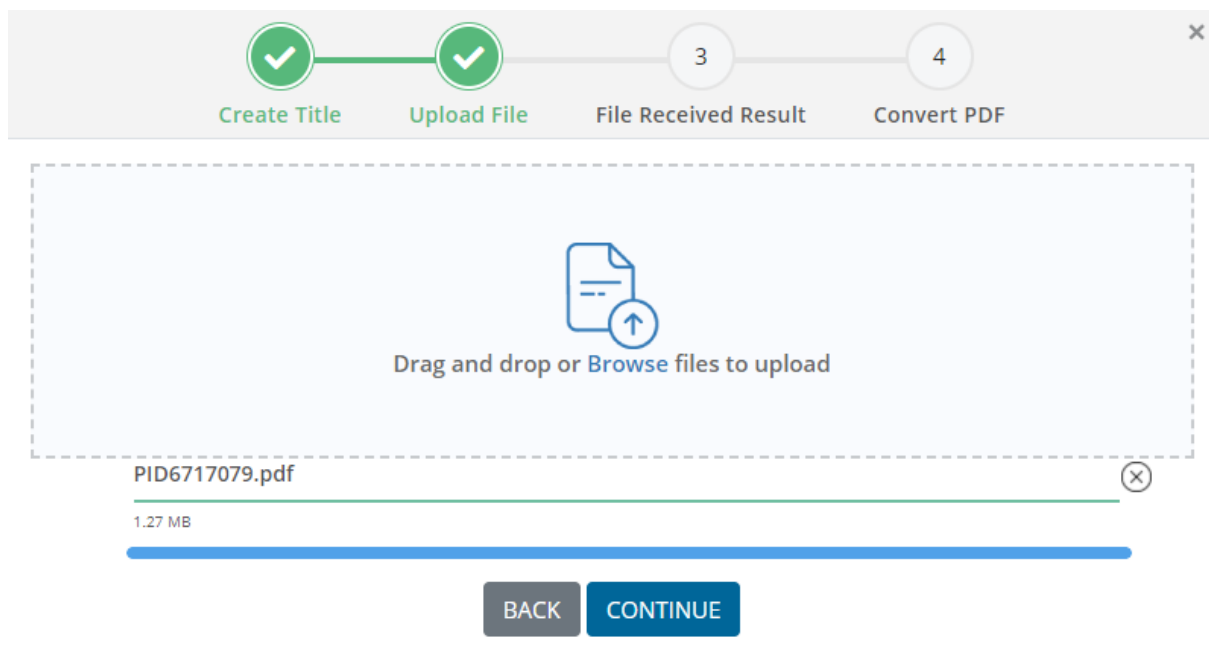


Paper Title*

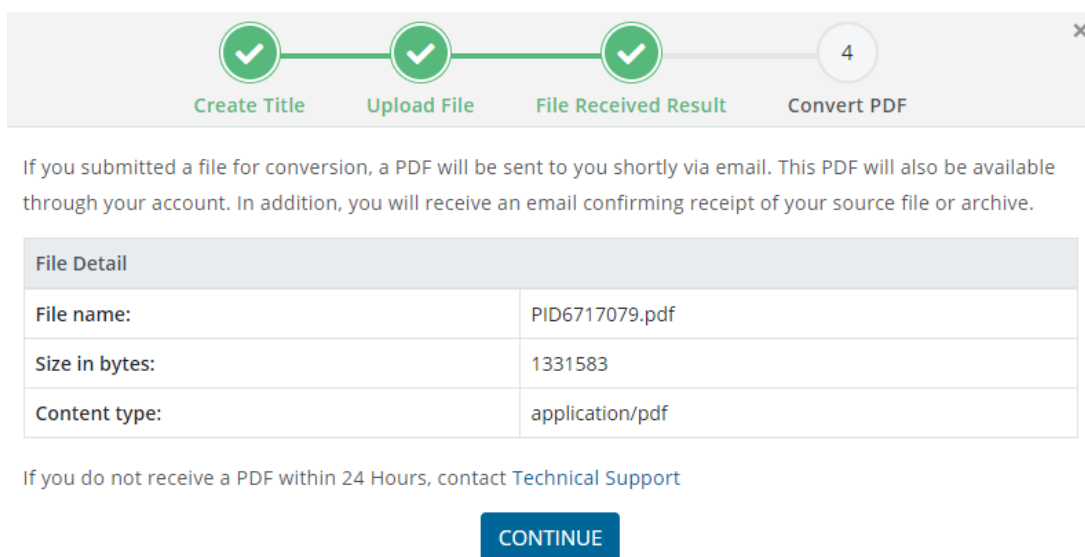
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7. Drag and drop your file on the dash field or browse files to upload and click **Continue**



Then read carefully and click **Continue** again.



6. If you submitted a doc-file, a file converted into pdf format will be sent to you by email. As well you can find the converted file on the dashboard in the column **Action** and download it by clicking the download pdf sign.

The screenshot shows the IEEE PDF eXpress® Dashboard for user Alexandra Khristolyubova. The dashboard title is "IEEE PDF eXpress® Dashboard: 51232X". It includes instructions on how to use the service and a "RELOAD" button. Below the instructions is a table with the following data:

Paper ID	Paper Title	Status	PDF	Source	Action
2021055623	Test_paper	Pass	1 of 10	0 of 20	Download Pdf

At the bottom of the dashboard, there is a note: "If you do not receive a PDF within 24 Hours, contact Technical Support".

After submission, the status will be set in the column **Status**.

The **Status** can be as follows:

Pass means that your paper has been converted successfully (i.e. is IEEE Xplore-Compatible).

Manual request - the conversion (check) will be performed the next business day.

Error - you should check your email for additional information.

Upload incomplete - try to upload it again.

9. Check the received (converted) pdf file. If everything is correct in this file, your Camera-ready submission is prepared.