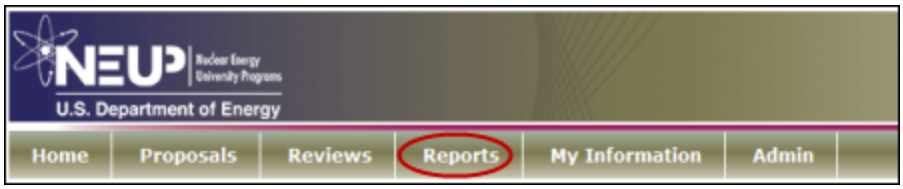
**Login Instructions**

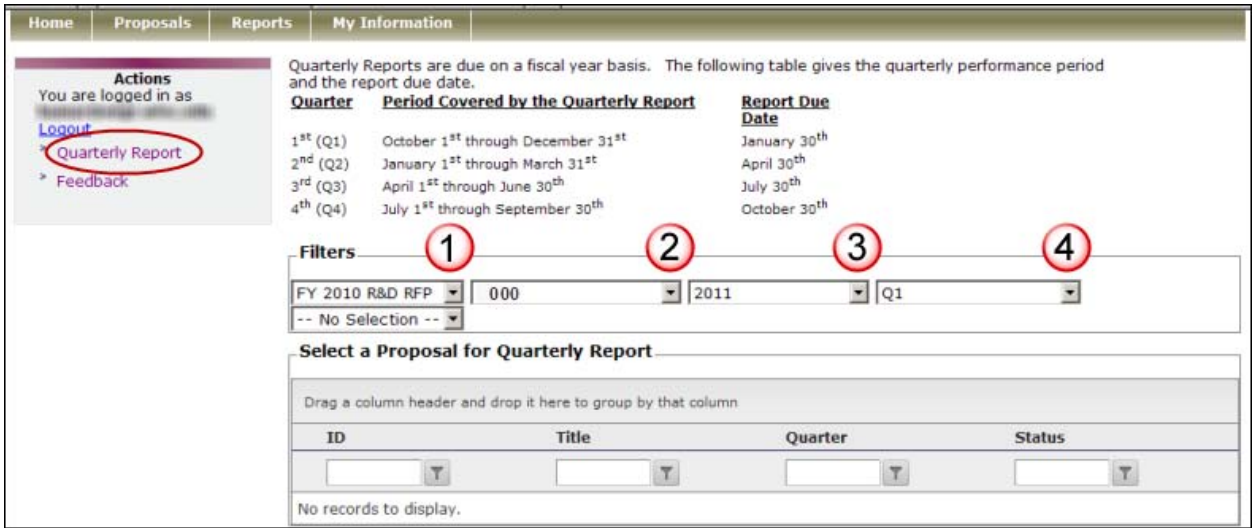
Current Users:

1. To access the reporting form, go to the NEUP website (www.neup.gov) and login.

2. Select the "Reports" tab.




3. Click on the "Quarterly Report" link on the left menu bar. **(1)** Select "FY 2010 R&D RFP" in the first filter and then **(2)** select the proposal number you want from the second filter. Next, **(3)** select the fiscal year (2011) and **(4)** the quarter (Q1) for which you will be reporting from the remaining two filters. (See figure below.)



4. Once you have made all four selections, scroll down to complete your report. Fill out each section and press “Save” at the bottom of the form.

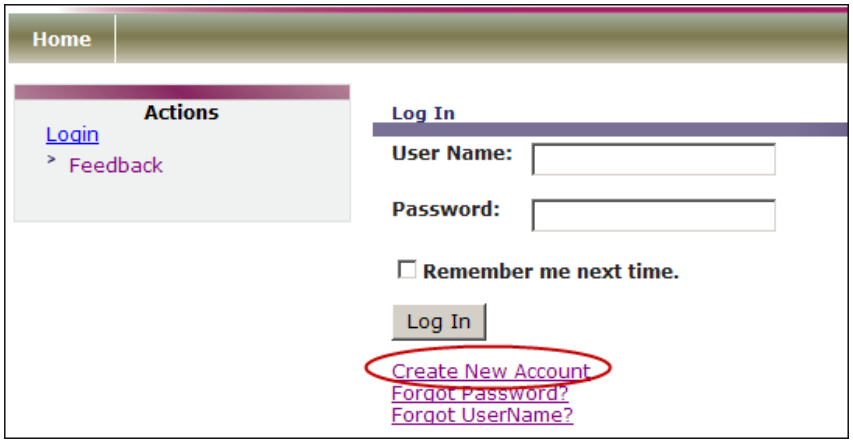
5. When you have included all the pertinent information, press the “Save and Submit” button.

**Note**: Once you have submitted your quarterly report, the Technical Point of Contact assigned to your project will review the information. If he/she has any issues or disagrees with your report, you will receive an email notification and will be contacted directly. Upon resolution, please withdraw the quarterly report from the website, revise it, and resubmit it for TPOC approval.

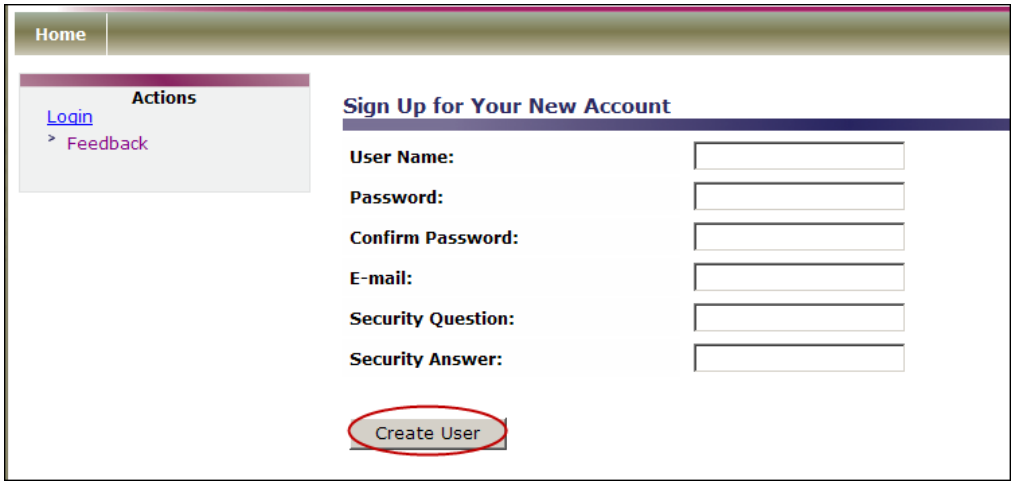
<u>New Users</u>:

1. Go to [www.neup.gov](http://www.neup.gov) and select the “Login” link at the top of the page.

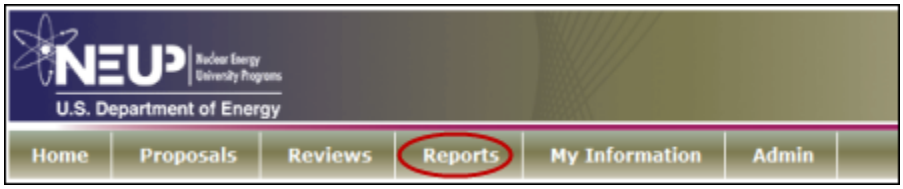
2. Click the “Create New Account” link.



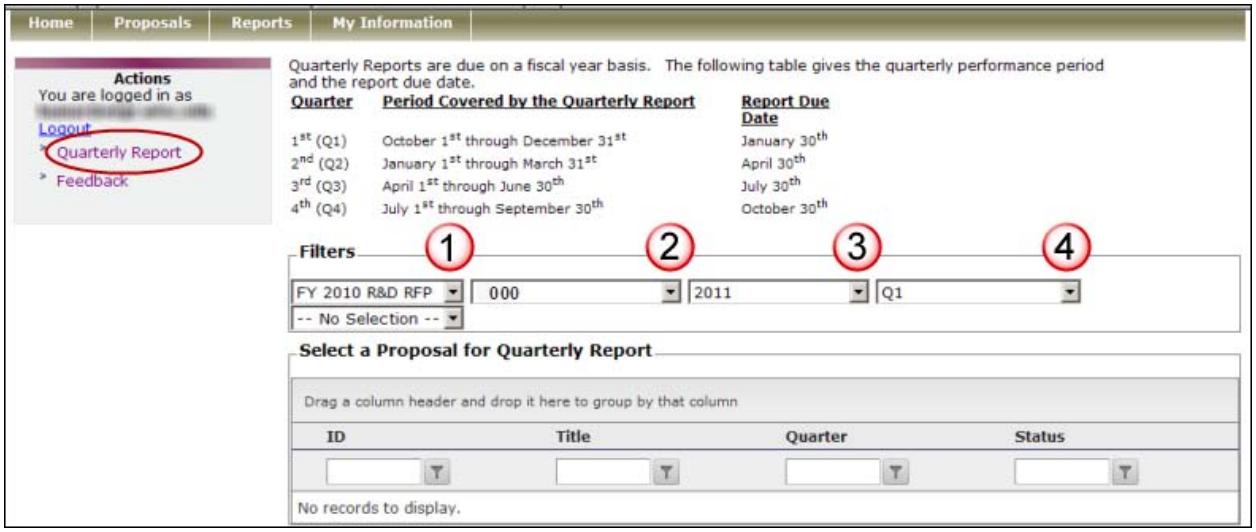

3. Enter your full email address in the “User Name” field.
4. Enter the requested information in the subsequent fields. Once all of the pertinent information has been entered, click on the “Create User” button. (See figure on next page.)




5. Once logged in, select the "Reports" tab.




6. Click on the "Quarterly Report" link on the left menu bar. **(1)** Select "FY 2010 R&D RFP" in the first filter and then **(2)** select the proposal number you want from the second filter. Next, **(3)** select the fiscal year (2011) and **(4)** the quarter (Q1) for which you will be reporting from the remaining two filters. (See figure below.)




7. Once you have made all four selections, scroll down to complete your report. Fill out each section and press "Save" at the bottom of the form.

8. When you have included all the pertinent information, press the “Save and Submit” button.

**Note:** After your initial login, you can change your password any time by clicking on the “Change Password” link. If you have forgotten your username or password, you can click on the links on the login page and your credentials will be sent to you using the email you provided with your personal information.