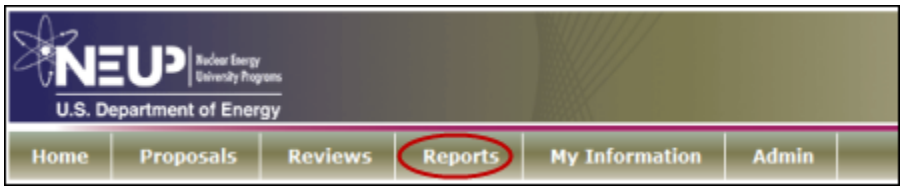
Login Instructions

Current Users:

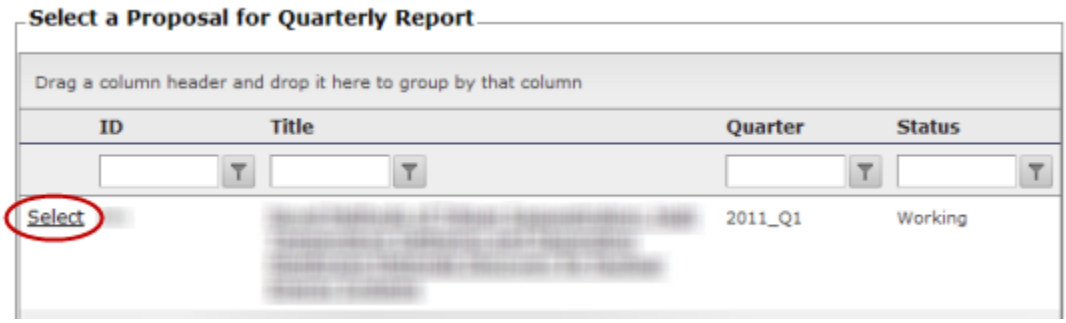
1. To access your reports, go to the NEUP website (www.neup.gov) and login.

2. Select the "Reports" tab.



3. Click on the "Quarterly Report" link on the left menu bar. Select "FY 2010 R&D RFP" in the first filter and a list of reports will automatically generate for you to review. (You may also filter by quarter to display only the current reports)

4. Click on the "Select" button and the report will populate. (See figure on next page.)

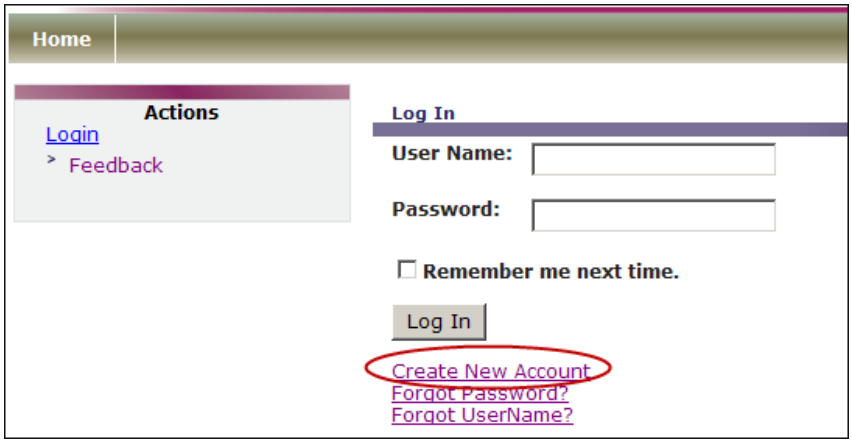


Note: If you agree with the PI's progress and data provided, please click the "Approve" button. If you disagree with the quarterly report, click the "Reject" button, which will automatically notify the PI that there is an issue with his/her report. Please contact the PI to resolve the issue. He/She will then withdraw the quarterly report in question, revise it, and resubmit it for your approval. Upon resubmission of the report, an email should be sent to you indicating that it is again ready for your review and approval.

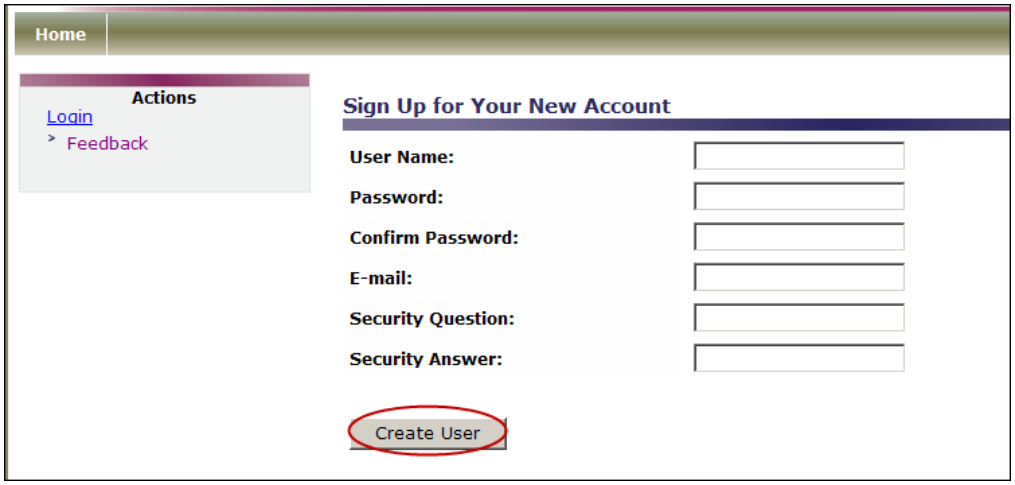
New Users:

1. Go to www.neup.gov and select the "Login" link at the top of the page.

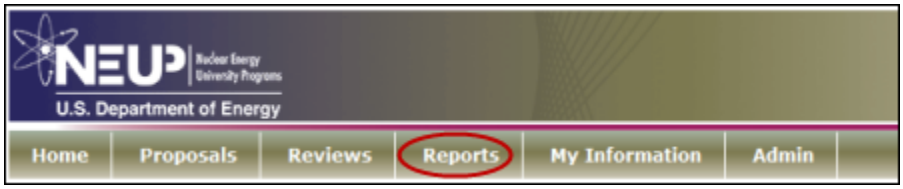
2. Click the "Create New Account" link.



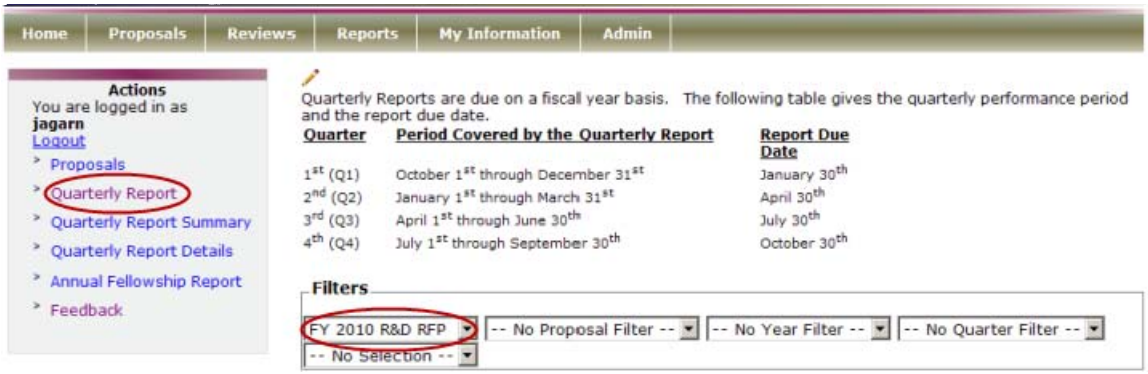
3. Enter your full email address in the "User Name" field.
4. Enter the requested information in the subsequent fields. Once all of the pertinent information has been entered, click on the "Create User" button.



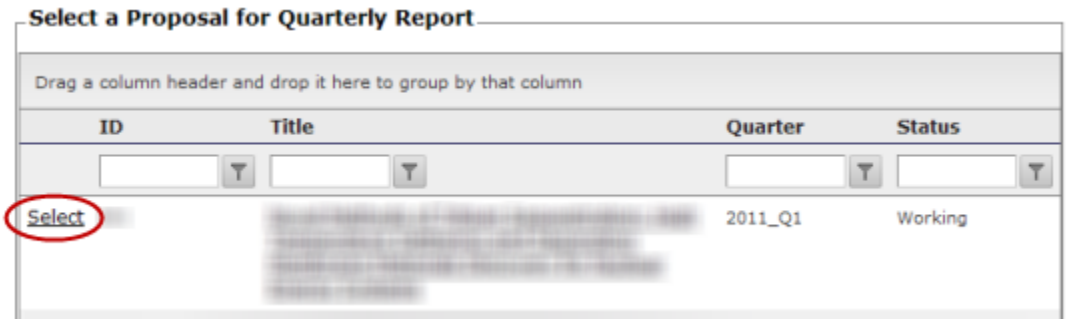
5. Once logged in, select the "Reports" tab.



6. Click on the "Quarterly Report" link on the left menu bar. Select "FY 2010 R&D RFP" in the first filter and a list of reports will automatically generate for you to review. (You may also filter by quarter to display only the current reports)



7. Click on the "Select" button and the report will populate.



If you agree with the PI's progress and data provided, please click the "Approve" button. If you disagree or have questions about the quarterly report, please contact the PI to resolve the issue. He/She will then withdraw the quarterly report in question, revise, and resubmit it for your approval. Upon resubmission of the report, an email should be sent to you indicating that it is again ready for your review and approval.

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.