

## INSTRUCTIONS FOR IEEE PDF eXpress VERIFICATION

1. Access the IEEE PDF eXpress site at <http://www.pdf-express.org>
  - a. Click "New Users - Click Here".
  - b. Enter 31132X for the Conference ID, your email address, and choose a new password. Continue to enter information as prompted.
  - c. Check that the contact information is still valid, and click "Submit".
2. For each conference paper, click "Create New Title".
3. Enter identifying text for the paper (title is recommended but not required)
4. Click "Submit PDF for Checking" or "Submit Source Files for Conversion"
5. Indicate platform, source file type (if applicable), click Browse and navigate to file, and click "Upload File". You will receive online and email confirmation of successful upload
6. You will receive an email with your Checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for Checking, the email will show if your file passed or failed.