1. Go to: <https://www.ncbi.nlm.nih.gov/sra>
2. Press “Log in to Submission Portal” under **Getting Started**
   * The next page will ask you to ”Log in” in the top right corner
   * Click “Register for an NCBI account”
3. Make an account
   * Use your email to confirm account (check spam folder if you don’t see it)
4. Update your profile - the website doesn't let you do anything without filling out your information
5. Under the tabs in the top right corner, click **My Submissions** & then click “New Submission” (blue box)
   * Alternatively, select “Sequence Read Archive” under “Start a New Submission” (green box)
   * For help, go to:

https://submit.ncbi.nlm.nih.gov/  
https://www.ncbi.nlm.nih.gov/sra/docs/submitportal/

* 1. **Submitter** page: most things should be about you
  2. **General Information:** I didn’t already register for these things, so click “no” (unless you did these things), then decide when you want your archive published
  3. **Project Info:** You'll have to have a project title and a project description ready
  4. **Biosample Type:** Could be genome/metagenome/marker sequences (*e.g.* ITS2 region) OR Invertebrate (*e.g. Crepidula fornicata*) OR eukaryotic genome sequences & host associated (*e.g. Symbiodinium*) OR whatever you’re working with
  5. **Biosample Attributes:** Download the excel template, will ask for LOTS of information for your samples
     + Example (marker sequences): Sample name, organism, collection date, environmental biome (coral reef etc.), environmental feature, environmental material, estimated size of genome, number of replicons, location (alongside with the latitude and longitude), the host, and growth conditions.
  6. **SRA Metadata:** Download the excel template again. The columns that you'll have to fill are Sample Name, Library ID (likely the same as your sample name), title (brief: DNA seq of Symbiodinium in Coral Adult), library strategy (Amplicon, RNA-seq etc), library source (Transcriptomic, genomic), Library layout (paired, single), platform (LS454, Illumina), Instrument model, design description (a brief materials and methods section), file type and filename. The filenames must match the files you're going to upload exactly.
  7. **Files:** Upload your files
     + If files are stored on the SCC, click on “preloaded folder” & follow the instructions for transferring your files via command prompts. Otherwise, upload your files from your computer like normal.
  8. Submit! It will take approximately 24 hours to get your ascension number, which you'll include in your publication.