

1. Click the “Join Now” button to create a CV Submitter account. A new account is required for each review cycle.

Log in to the Submission Site

**New Users**  
Click 'Join Now' to begin your first submission.

**Already a User?**

Email Address \*

Access Key \*

Lost your access key?

Join Now

Login

2. Complete the profile information to create your account. Take note of your **Access Key** for future use. Click the **Create Account** button once complete.

ACCOUNT PROFILE

Create Account

Please complete the information below and then press the 'Create Account' button. You will be the contact person for all information that you submit using this account.

*Note: This is the email ASHP will use to communicate with you about your involvement in the CV Review Program.*

\* indicates a required field

**Personal Details**

Prefix \*

First Name \*

Middle Initial

Last Name \*

Suffix

Pronouns

**Mailing Address**

Address Line 1

Address Line 2

Address Line 3

City

State

Zip

**Contact Details**

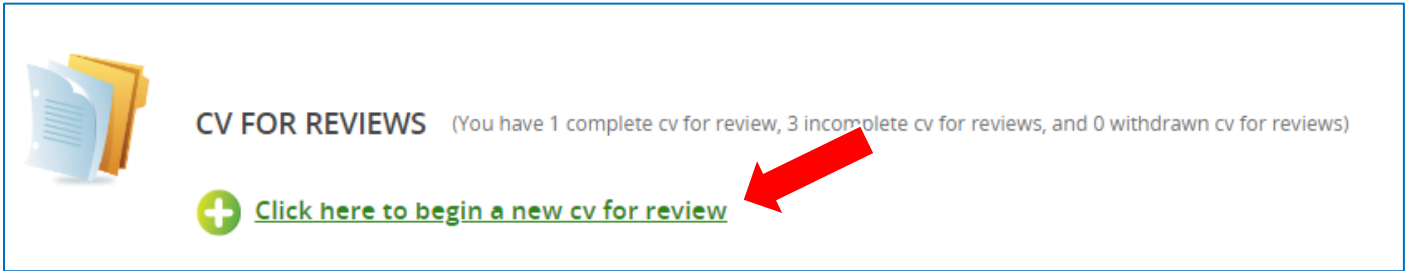
Office Phone

Cell Phone

Fax

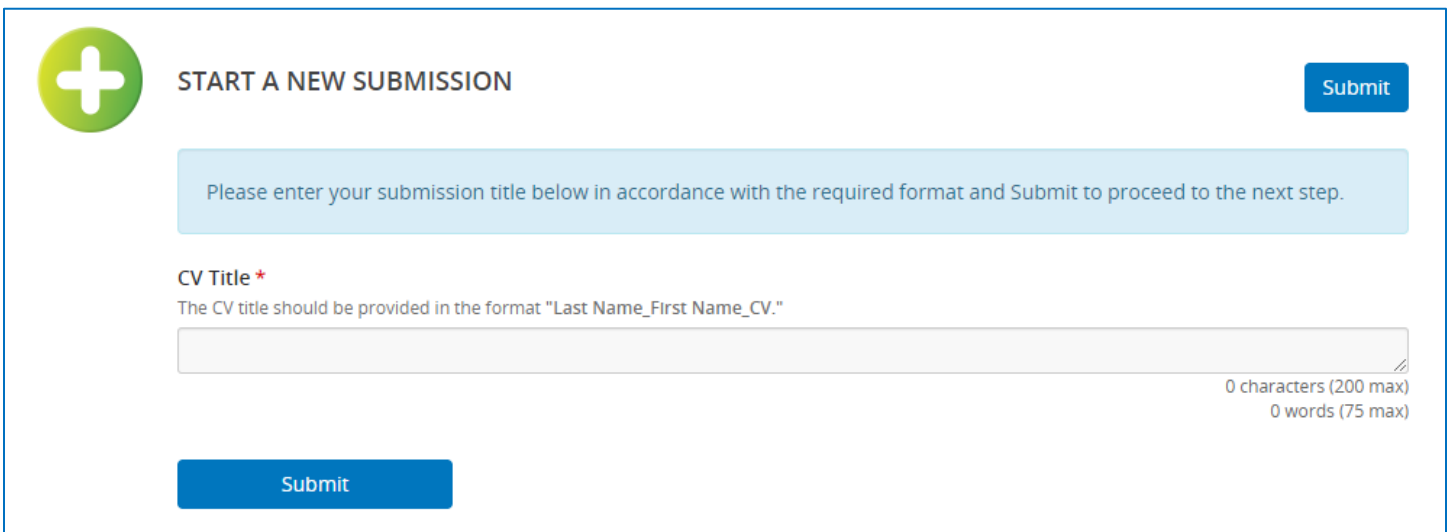
Email \*

3. On the CV Submitter homepage, select the “**Click here to begin a new CV for review**” link to continue enrolling as a CV Reviewer.



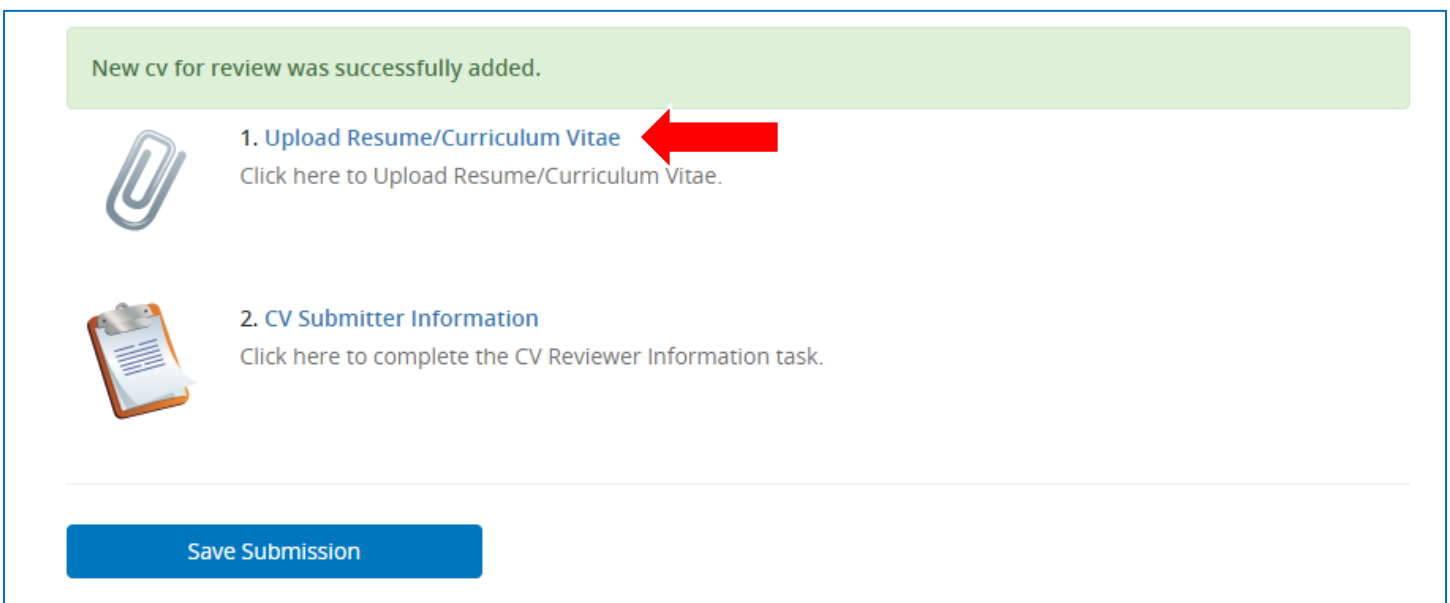
The screenshot shows a dashboard titled "CV FOR REVIEWS" with a subtext "(You have 1 complete cv for review, 3 incomplete cv for reviews, and 0 withdrawn cv for reviews)". On the left, there is an icon of a folder with documents. Below the title, there is a green plus icon followed by the text "Click here to begin a new cv for review". A red arrow points to this link.

4. Enter the title of your CV following the format “LastName\_FirstName\_CV”



The screenshot shows a form titled "START A NEW SUBMISSION" with a green plus icon on the left and a "Submit" button on the right. Below the title, there is a light blue instruction box: "Please enter your submission title below in accordance with the required format and Submit to proceed to the next step." Below this is the label "CV Title \*" and the instruction "The CV title should be provided in the format 'Last Name\_First Name\_CV.'" A text input field is provided, with character and word counts on the right: "0 characters (200 max)" and "0 words (75 max)". A "Submit" button is at the bottom left.

5. Select the **Upload Resume/Curriculum Vitae** link and follow the prompts to upload a copy of your CV.

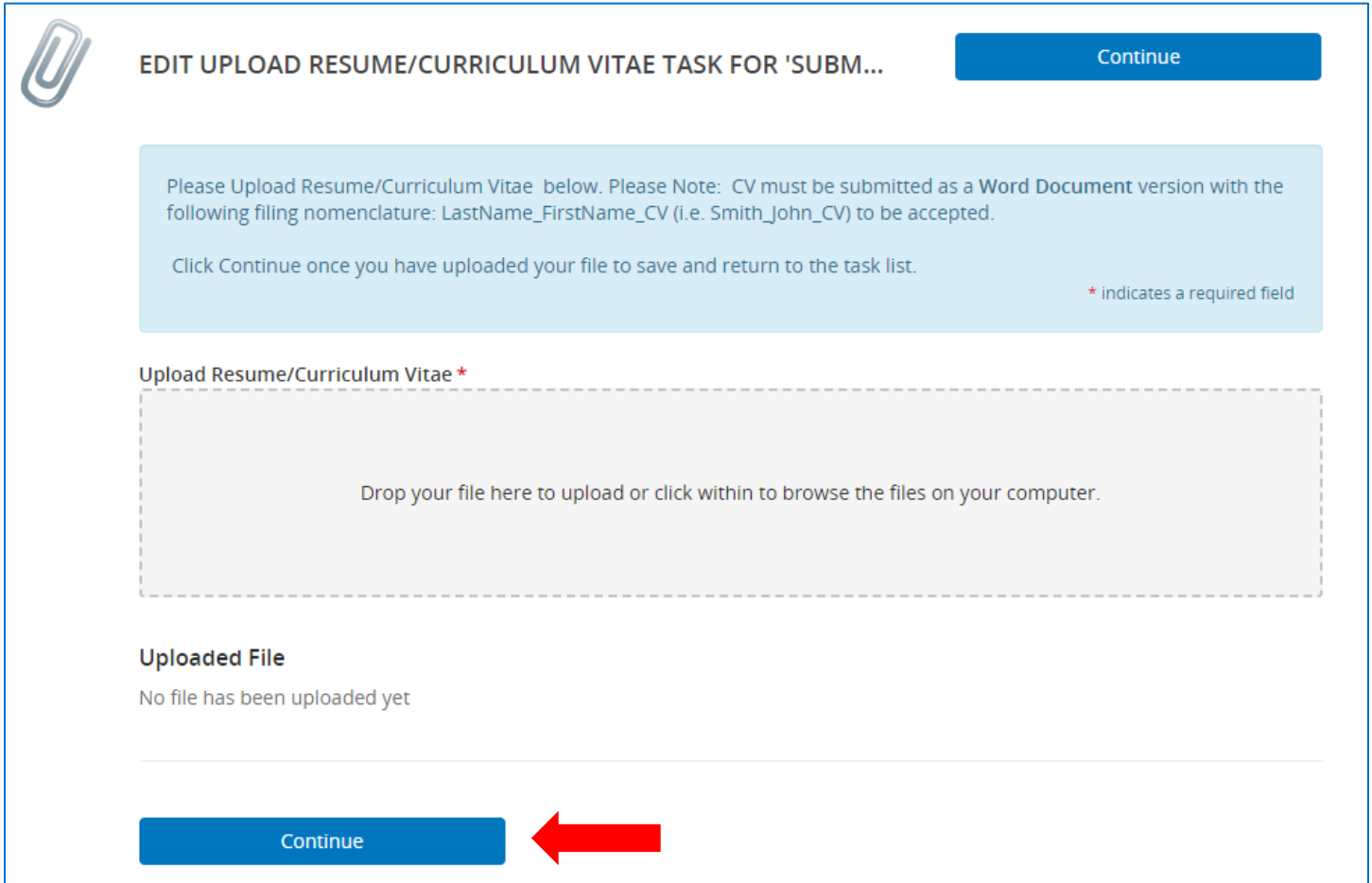


The screenshot shows a notification bar at the top: "New cv for review was successfully added." Below this, there are two steps:

- 1. Upload Resume/Curriculum Vitae** (with a paperclip icon) - Click here to Upload Resume/Curriculum Vitae. A red arrow points to this link.
- 2. CV Submitter Information** (with a clipboard icon) - Click here to complete the CV Reviewer Information task.

At the bottom, there is a "Save Submission" button.

6. Upload your CV in a Word Document format so that reviewers can provide feedback via tracked changes. Once uploaded click the blue **Continue** button.



**EDIT UPLOAD RESUME/CURRICULUM VITAE TASK FOR 'SUBM...** Continue

Please Upload Resume/Curriculum Vitae below. Please Note: CV must be submitted as a Word Document version with the following filing nomenclature: LastName\_FirstName\_CV (i.e. Smith\_John\_CV) to be accepted.

Click Continue once you have uploaded your file to save and return to the task list. \* indicates a required field

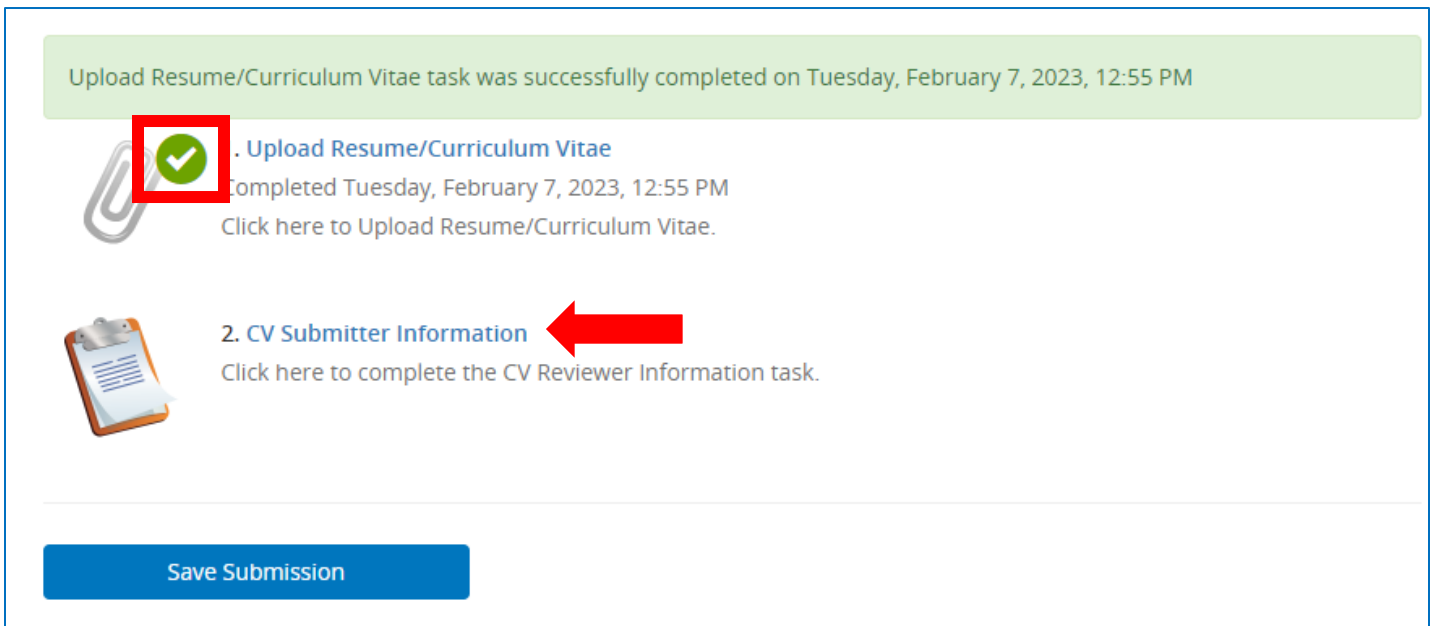
**Upload Resume/Curriculum Vitae \***

Drop your file here to upload or click within to browse the files on your computer.


**Uploaded File**  
No file has been uploaded yet


Continue ←

7. Your CV has been uploaded when a green check mark appears next to the **Upload Resume/Curriculum Vitae link**. Click the **CV Submitter Information** link to add additional details regarding your CV such as your future career goals and specific sections you would like to receive feedback.



Upload Resume/Curriculum Vitae task was successfully completed on Tuesday, February 7, 2023, 12:55 PM



 **1. Upload Resume/Curriculum Vitae**  
Completed Tuesday, February 7, 2023, 12:55 PM  
Click here to Upload Resume/Curriculum Vitae.



 **2. CV Submitter Information** ←  
Click here to complete the CV Reviewer Information task.


Save Submission

8. Follow the prompts and click the blue **Continue** button once complete. There should now be 2 green check marks. Click the **Save Submission** button.



CV Submitter Information task was successfully completed on Tuesday, February 7, 2023, 1:01 PM

  [Upload Resume/Curriculum Vitae](#)  
Completed Tuesday, February 7, 2023, 12:55 PM  
Click here to Upload Resume/Curriculum Vitae.

  [CV Submitter Information](#)  
Completed Tuesday, February 7, 2023, 1:01 PM  
Click here to complete the CV Reviewer Information task.


[Save Submission](#) 


9. Click the blue **Submit** button in the top right corner to save and complete your CV submission.

 **CV FOR REVIEW SUMMARY**  [Submit](#)

[LastName FirstName CV](#)  
CV for Review ID: 1464263  
Proposal Category: Spring CV Submission  
CV for Review Status: Active

You have completed all the required tasks for this cv for review.  
Use the "Submit" button to complete your cv for review.

 **1. Upload Resume/Curriculum Vitae**  
Completed - Tuesday, February 7, 2023, 3:17 PM

 **2. CV Submitter Information**  
Completed - Tuesday, February 7, 2023, 3:17 PM

[Click here for a preview of your cv for review.](#)

10. Your submission is now complete. You will receive a confirmation email from [doNotReply@abstractscorecard.com](mailto:doNotReply@abstractscorecard.com) with a copy of your responses. You can log into your account at any time to preview your submission. Your assigned CV Reviewer(s) will email you directly with their feedback.