

LEAN PORTFOLIO/ACCOMPLISHMENT RECORD UPLOAD INSTRUCTIONS

1. Log into your SME profile by clicking **“Register or Sign In”**



[Register or Sign In](#) | [Cart](#) | [Contact](#)

Search SME

GO

2. Click on **“My Portfolio Submissions”**

Certification

→ [My Certifications](#)

→ [My Transcripts](#)

→ [My Exam Scores](#)

→ [My Portfolio Submissions](#)

3. Click on **“Add Submission”**

[Add Submission](#)

4. Select the portfolio **“Type”**
5. Enter the **“Title”** of your submission (please use this naming convention for your portfolio/AR submission: **Customer ID-LastName FirstName-LeanCertlevel**)
6. Click **“Next”**

Detail

** Required*

Type

Title

By

Notes

Next **Cancel**

7. Click on **“Add Attachment”** to upload your portfolio or accomplishment record (AR)

Attachments			
Source	File	Uploaded	Size
Add Attachment			

Submit **Save & Close** **Cancel**

8. Click **“Choose File”**

9. Click **“Upload”**

Add Attachment



No file chosen

10. You will see your successful upload under the attachments section.

11. Click **“Submit”** or if you wish to wait you can click on **“Save & Close”** to come back to it later and submit.

Attachments				
Source	File	Uploaded	Size	
Submitter	 11223344-ChristieJaimie-BronzeLevel.docx	12/12/2018	11.6KB	

12. Once your portfolio has been uploaded you will receive an **automatic notification** from portfolios@sme.org


 Portfolios (SME) <portfolios@sme.org>  Jaimie Christie
Your SME Lean Cert Bronze Porfolio submission has been received

Hello Jaimie,

Thank you for your Lean Cert Bronze Porfolio submission, [11223344 Lean Bronze Portfolio](#). It will be assigned to the next available reviewer within 30 to 45 days.

If you have any questions, please visit our [SME Certification FAQ](#) or contact us at portfolios@sme.org.

Regards,
SME Certification



Copyright © 2018 SME, All rights reserved.
1000 Town Center, Suite 1910, Southfield, MI 48075


13. To view your submissions, Click on **“My Portfolio Submissions”**

Certification

- My Certifications
- My Transcripts
- My Exam Scores
- My Portfolio Submissions

My Portfolio Submissions

My Submissions

Name	Status	Created	Submitted	Avg Score	View
 11223344-ChristieJaimie-BronzeLevel	Draft	12/12/2018	-	-	Open Edit Withdraw

14. If you would like to cancel your submission, click on **“Withdraw”**

15. After clicking on **“Withdraw”** you will receive this message.

Are you sure you want to withdraw this submission?

16. Click **“OK”** if you wish to withdraw.

17. Click **“Cancel”** if you no longer wish to withdraw.

18. You will receive an automated email from portfolios@sme.org indicating your portfolio has been withdrawn

