The Combustion Institute
5001 Baum Boulevard, Suite 644
Pittsburgh, Pennsylvania 15213-1851 USA   Email: office@combustioninstitute.org
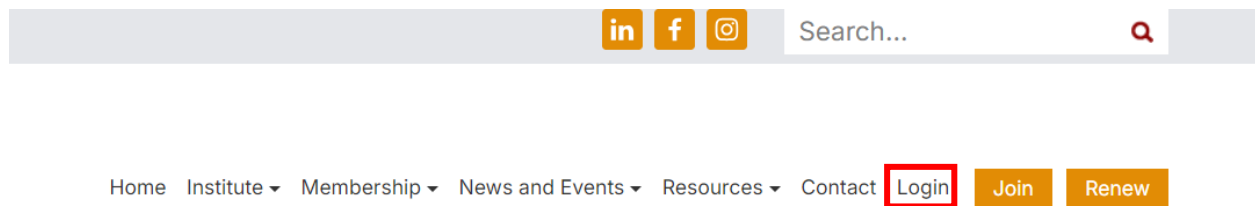Phone: (412) 687-1366   Web: www.combustioninstitute.org

How to Submit a Nomination Package Using the New CI Website

1. Navigate to The Combustion Institute website: Home - The Combustion Institute (viethwebhosting.com) or use https://host10.viethwebhosting.com/~cmbi/
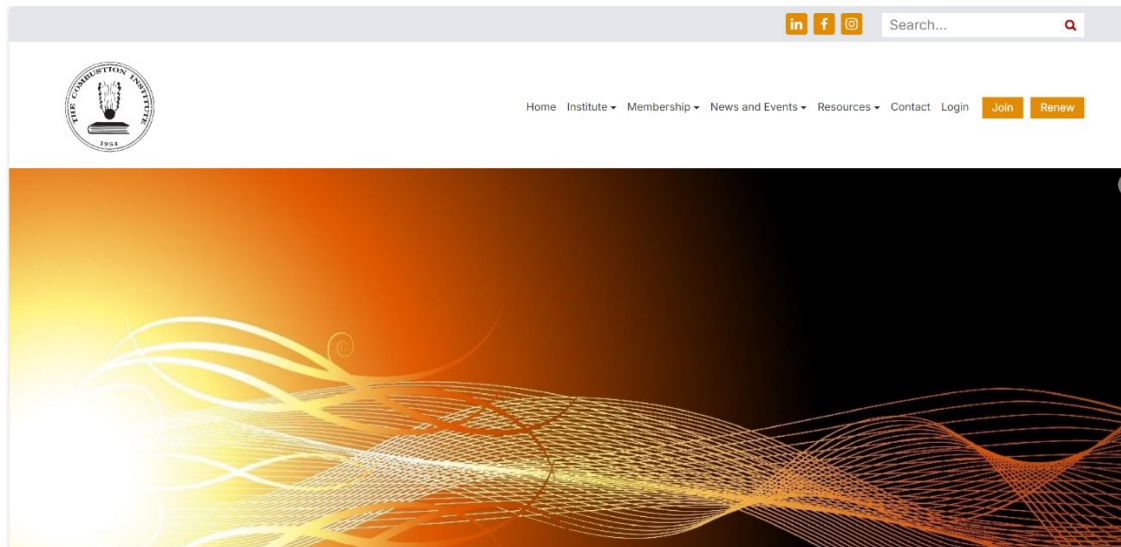
2. Select **"Login"** in the upper right corner of the screen.

3. Enter the Email Address and Password associated with your account.

4. Click **"Sign In."**
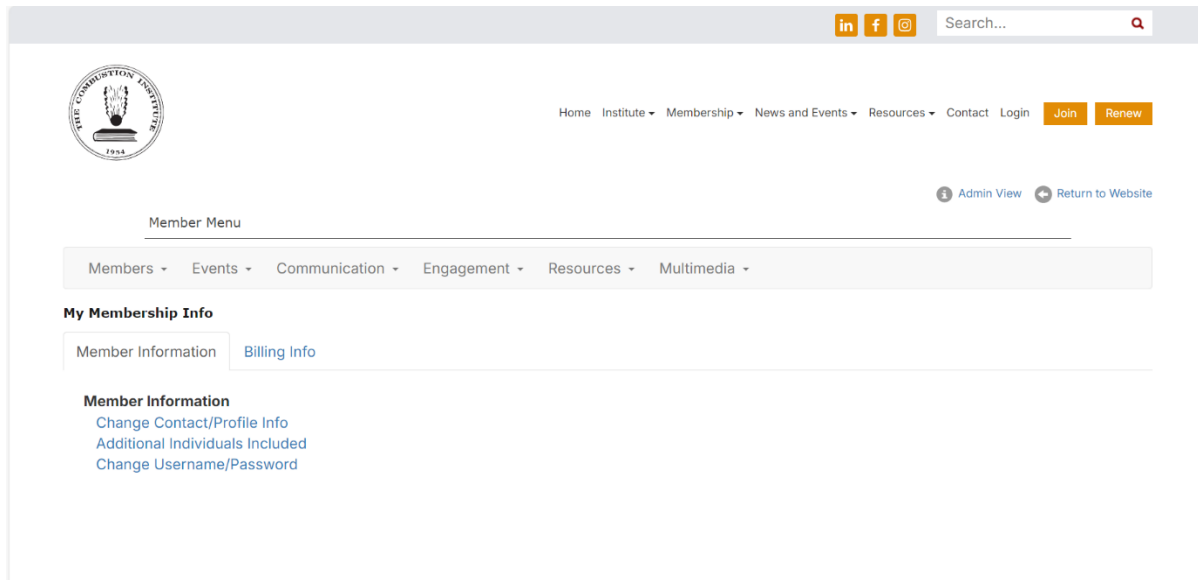
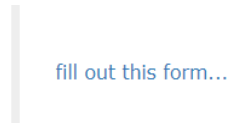5. Once logged in, your screen will resemble the screen below.

This is the member portal.

6. From the "Engagement" dropdown menu, select **"Forms."**
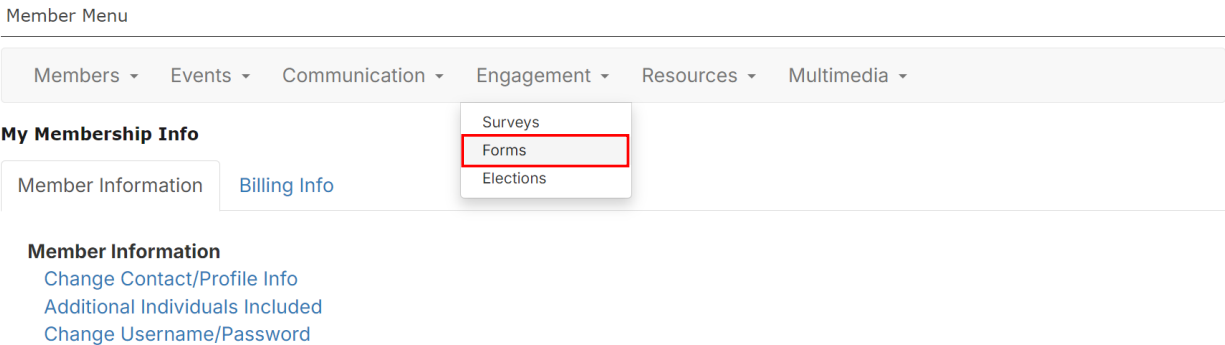
7. Find the form you would like to fill out, and select, **"fill out this form…"**

8. At the bottom of the form, you will have the option to submit a new submission ("First time submission") or to edit an existing submission ("Edit existing submission").

If you are returning to edit or complete a previous submission, please fill out the email address and access code you set up previously and click Edit Submission.

First time submission	Edit existing submission
	(fill out email address and access code to edit form)
	Email Address
	[ ]
Enter New Submission	**Access Code**
	[ ]
	Edit Existing Submission

NOTE: *If you want to edit an existing submission, be sure to keep track of the access code previously provided to you when you started the submission. If you do not have it, we can provide it again for you.*

9. Fill out the form accordingly.

* - Required Field

First Name *   **Last Name ***
[   ]   [   ]

Email *
[   ]

Return & Re-edit Access Code:
va,4U9nat
Please copy this access code so you can return and edit this submission.
This access code will also be sent in an email to the address you have entered above.
You can return and edit your entry after you save it, but once you submit the entry, return-and-re-edit is disabled.

Nominator Name *
[   ]

Nominator Email *
[   ]

Nominator Affiliation *
[   ]

Nominator Section *
[-- No Selection --   ⌄]
Choose 1

NOTE: *You can edit an incomplete form you have previously saved, but once you click,* **"Submit form >>"** *and successfully submit the form, you will not be able to edit it. If you submit a form and need to edit it further, please reach out to* office@combsutioninstitute.org.

10. To save an incomplete submission, choose, **"Save responses without submitting."** To continue with submitting the form, select, **"Submit form >>."**

[Save responses without submitting]   [Submit form >>]

11. In the event any required field is not filled in, upon selecting **"Submit form >>"** you will be presented with red text that details the incomplete fields and prompted to hit "back" on your browser to make corrections.

Errors:

Nomination/Cover Letter (.docx or .pdf) must be supplied.
Recommendation/Supporting Letter 1 (.docx or .pdf) must be supplied.
Recommendation/Supporting Letter 2 (.docx or .pdf) must be supplied.
CV (.docx or .pdf) must be supplied.

Use your browser's Back Button to return to the previous page and make corrections

12. Upon successful submission, you will receive an email confirmation affirming that your submission went through.