eSubmission 2.0: Logging In and Starting a New SmartForm

1. Login to Schulman’s eTools Single Sign-On page with your registered email and password.

   a. If you are a new user and have never logged in before, please Register for eSubmission to get started.
2. Once you log in, select *eSubmission* and click *Continue*.

3. Next, on the “Select Submission Type” page, select *Initial Submission: eSubmission 2.0 SmartForm* and click *Continue*. 
4. Now you are in eSubmission 2.0. To begin a new submission, click *New Submission Form* on the left menu under the green *Start* bar.

5. Next, you will be asked 3 questions to determine which SmartForm you will need to complete. Each of the 3 questions has 3 options. Simply select the options that describe you and your study. Once you answer the questions, click *Continue*. 
6. Now you are in the SmartForm. The menu has now changed on the left side of the screen. Each bullet point is a page of the SmartForm. The first page of the SmartForm lists the documents that you may need to upload as you complete the form (depending on your study).

7. Continue through the SmartForm by clicking Next at the bottom of the first page, and clicking Save and then Next at the bottom of each page thereafter.
8. When you have completed the SmartForm, the last page is the *Form Certification* page. The person who filled out the SmartForm is whose name will appear as the signatory person. Certification number 17 states that by checking the *Agree* box, you are confirming that you are a designee of the PI authorized to submit on their behalf. Also, if you have any specific comments to include with your submission, add them in the text box. When you are finished, click *Submit*.
Already Started a SmartForm?

1. If you have already started a SmartForm, you can pick up where you left off on the last page you Saved. Follow steps 1 through 3 above to get into the eSubmission 2.0 system. Then, on the left menu, under the orange My Forms bar, click Started Forms.

2. On the Started Forms page, under the “Form” column, select the hyperlink for the Submission Form you wish to continue working on to take you to the last page you Saved.