Introduction

All projects from contract execution through commercial operation must submit quarterly reports through the LSR portal. Reports are due **March 1st**, **June 1st**, **September 1st**, and **December 1st**. The quarterly report consists of an updated project schedule and project narrative, plus attachments where applicable.

Instructions

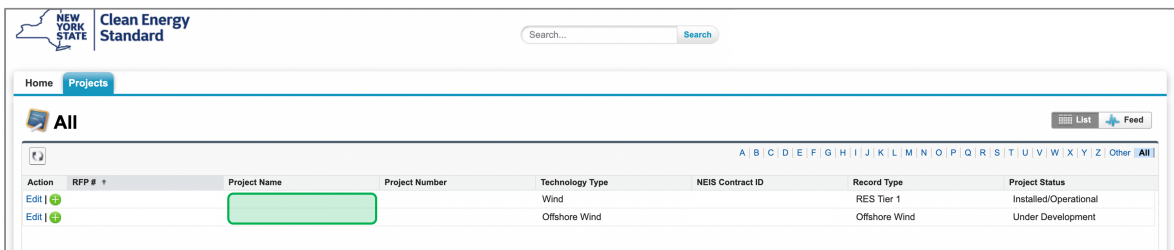All reports are due each quarter.

1

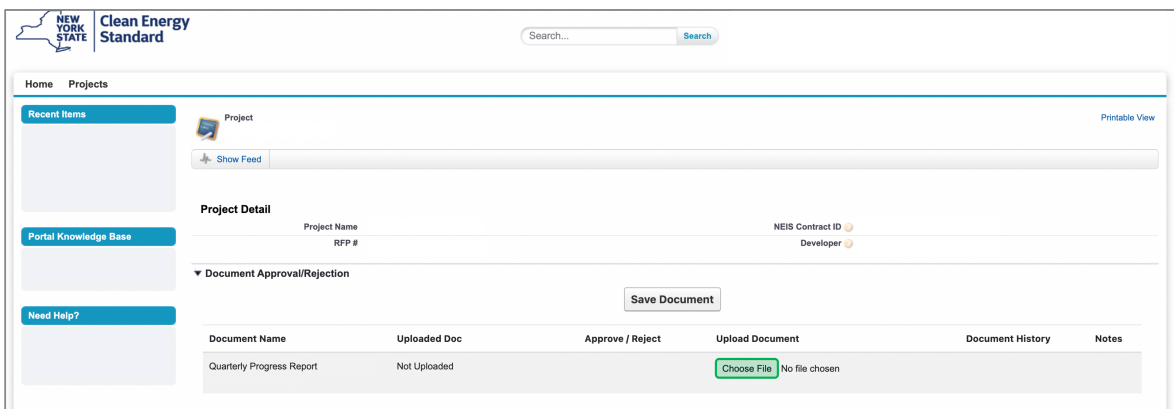Log into the Salesforce Portal and access the **Projects Tab**.

2

Access the **Project Record** in Salesforce by clicking the link in the **Project Name** column.

3

In the **Project Details** page, scroll down to the **Document Approval/Rejection** section and click the **Choose File** button to upload your **Progress Report**.

Continue to do this for each required attachments. Please use naming convention to match section. You can upload as many attachments as needed.

4

To view what you have uploaded, click on **Attachment History**. Once all attachments are added, click the **Save Document** button to save.