Introduction

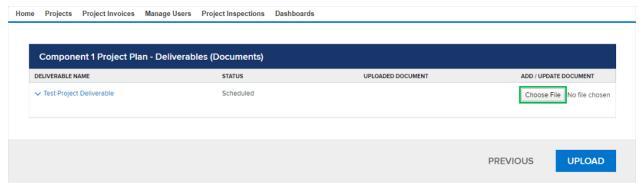
These instructions detail how to submit deliverables as part of a Clean Energy Communities project.

Instructions

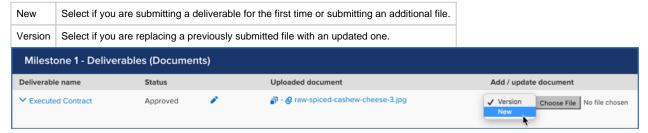
1. To upload deliverables associated with a **Task**, expand the **Task** view as described in the Milestones and Deliverables page and click on the **Manage Deliverables** button.



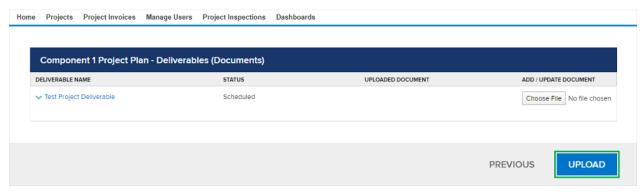
2. Click Choose File, locate and select the file on your computer.



3. Change the ${\bf Drop\text{-}Down}$ to:



4. Click the **Upload** button to upload the file. The page will refresh, and the **Status** will change from **Unsubmitted** to **Submitted**. Your Project Manager and the external reviewer will be notified.



5. Once submitted, the Project Manager and External Reviewers will review the deliverable documents. Project Managers and External Reviewers may provide feedback and request revision in the Chatter Feed. If so, they will leave a comment for each deliverable. You can review these comments by clicking the **View** icon next to each deliverable in the **Milestone & Deliverables** page.



- 6. If revisions are required, repeat the instructions for submitting deliverables (steps 1-4 on this page) and re-submit the deliverable as a **Version** to the original deliverable.
- 7. Once a deliverable is approved, the Project Manager will approve the **Milestone** and you will receive an automated email confirming that you are able to submit an invoice for the approved **Milestone**. You can also view approved **Milestones** on the Milestones and Deliverables page.

Milestones and Deliverables

Clean Energy Communities Home

Invoicing