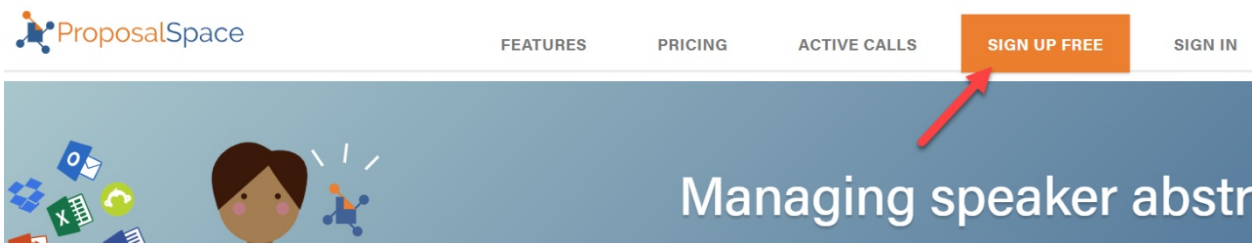


How to obtain a free ProposalSpace account

Go to ProposalSpace.com or <https://proposalspace.com/> and click **Sign Up Free**



HINT:

It may be easier to select your **personal email account** that *stays with you, rather than the email account of your current institution*. This way, if you forget the password that you will create, you can update it as the reset, as usual, goes to an email address. If you are no longer there, it is a problem. In addition, your personal account is less likely to move emails about your proposal to spam.

Step 1 of 3

- You only need one account; A single login lets you use ProposalSpace for any purpose (author, reviewer, etc.).
- Accounts should be for individuals, not organizations.

All fields are required.

Your first **First Name**

Your last name **Last Name**

Your email address **Email Address**

This will also be used as your login for the site. You can change it any time.

I agree to abide by the [Terms of Use](#).

✓ CONTINUE

Step 2 of 3

For your convenience, we have generated a random password for your new account. Please make a note of it, or feel free to change it to something of your own choosing.

Password:

2XnyCHR7

✓ CONTINUE

HINT:

We strongly recommend that you create a handy password. Please make a careful note of the email address you signed up with, and the handy password you created. It is easy to forget!

HINT:

On the final step, 3 of 3 (next page), please do not use a prefix (such as Dr.), and omit degrees. We do not use degrees and if you enter them, we have to strip them out for every author. We also encourage you to enable email notices so that you know if your proposal has been accepted, when acceptance emails are sent. **Make ProposalSpace.com a "safe sender" in your university email system if you used a university email account!**

Step 3 of 3

Please take a minute to complete your profile. You can also edit your profile any time after you've signed in by clicking your name in the upper, right-hand corner of any page.

Fields are optional unless otherwise noted.

Name

This is EXACTLY how your name should appear in ProposalSpace. Please use proper capitalization. First and last name are required.

| | | | | | |
|--------|------------|--------|-----------|--------|---------|
| Prefix | First a | Middle | Last b | Suffix | Degrees |
|--------|------------|--------|-----------|--------|---------|

Email Address (required)

This is also used as your login.

Time Zone (required)

All dates/times will be displayed in the selected time zone.

Organization(s)

Your company or organization. You may enter more than one. Drag and drop to sort.

Address

Your mailing address. Please use two-letter abbreviations for State (e.g. CA, QC) and Country (e.g. US, CA).

| | | | |
|------|-------|-----------|---------|
| City | State | Post Code | Country |
|------|-------|-----------|---------|

Phone Number

Your phone number.

Email Notices

This setting applies only to messages from ProposalSpace. It does not apply to messages from organizers of calls you respond to.

Send me an email when new messages are added to my account.

[✕ SKIP THIS STEP](#)

[✓ SAVE](#)

DONE! Good for you! Now please start your submission. Remember, you may email support@aaasite.org or call (727) 940-2658 x 2004 should you have any questions.