# GSS Submission Guidelines

1. **Create data:** If you are a new customer, please check out some sample online and PDF profiles first. Sample PDF profile. Sample online profile.

2. **Update data:** If you are a returning department, you will notice that much of your profile is pre-populated with information from the last year you listed with us. Please look it over and make any necessary changes.

3. **New or changed fields:** Every year the submission forms are improved based on feedback and input.

4. **Required data:** Red asterisks * mark required fields. You must fill them out before proceeding to the next section.

5. **Submission Help:** Click on  to view help tips for specific fields.

6. **Save data:** Click "Save" at the bottom of the screen to save all the content already entered into the current tab before you move to the next tab. You can come back to revise your data. Please note: If you do not click "Save" in the current tab before moving to another tab, the data entered will be lost.

7. **View data:** Click "View" to view all the content entered into the current step.

8. **Print and verify data:** From the "View data" page, you can print out the current step to proofread. Please note: The format of the "print" option differs from the final PDF format.

9. **Revise data:** You can return to revise the data by logging back into your form using the PIN sent via e-mail.

10. **Submit data:** If you are satisfied with the data, go to Review order tab, select a payment option, and submit your department's profile. Please note: We encourage you to make the data as accurate as possible and submit the data as early as possible to help with a smooth production process.

11. **Proof PDF:** In June or July, you will receive a PDF of your department's profile. Please proofread carefully.

12. **Correct Data:** If you find anything incorrect in the PDF, you may make corrections by logging into the submission form. Please note: If some changes cannot be made through the web forms, please contact Paolo Sian at (301) 209-3026, or via e-mail psian@aip.org.

13. **Approve PDF:** If no changes are needed, or, if minor changes are made through the web forms and you do not need a second PDF proof, you can indicate your approval of the PDF in an email. Please note: Once the proof is approved, the PIN will be changed and you will no longer be able to make more changes through the online submission forms.

14. **Feedback or questions?** Contact Paolo Sian at (301) 209-3026 or psian@aip.org