



## **Instructions on how to Upload your BIRD Project Documents**

These instructions refer to uploading the [draft](#) and the [final](#) documents of the Project **Executive Summary** and **Project Proposal**

**We highly recommend a personal meeting or contact with our staff in Israel or with our colleagues in the U.S. Such contact will enable a preliminary discussion of the project, the proposed partnership, and the various options available to prospective participants.**

### **Deadlines:**

**Wednesday, September 15, 2010** – [Executive Summary](#)

**Friday, October 15, 2010** – [Final Proposal](#)

**WEBSITE:** <https://upload.birdf.com>

- 1) Register in the system. The registration is done at the same session for both companies (can be done by either one of the parties). You will have to enter a valid email addresses for each company which will be used as the USERNAME as well as a PASSWORD. An email confirming the registration which includes the registration information will be sent to both partners.
- 2) Only one project is allowed per each username.
- 3) The USERNAME cannot be changed, however each party can change its password afterwards, by clicking the [change password](#) option at the top left corner of the page. An email confirming the change will be sent only to the partner who has made the change.
- 4) Forgot your password? Click [Forgot Password](#) and your password will be sent to your registered email.
- 5) After you have completed registration you will get the Login page again. You can login and proceed entering the information. Once you are done, click [SAVE](#) and [Logout](#).
- 6) To make changes in your project's data, log in and click [edit](#). After making the changes remember to [save](#) again. You may change most of the basic information but **you can not make changes in documents/files already uploaded.**
- 7) Should you wish to make a change in a file already uploaded, you will have to make the corrections/updates in your original file(s) and reload the revised file(s). Please note that the latest upload version of the same document will overwrite the previous one.
- 8) While you are in EDIT mode, whenever a file is already uploaded you will see a small [circle](#) and the word [Replace](#). To upload another file instead of the one already saved, [click the circle](#) and [browse](#), choose the desired file and [save](#) again.
- 9) **Do not send your data by email to BIRD, unless you are explicitly requested to do so.** In any case of a problem, please contact Maha at +972-3-6988300 ext. 303 [maha@birdf.com](mailto:maha@birdf.com)
- 10) Uploading is possible until "deadline for submission", as published on our web site and written above, or as advised to the companies. After the deadline no upload will be accepted.