

How to Upload Full Paper on Conference with EasyChair

1. Go to EasyChair conference webpage: <https://easychair.org>
2. If you already have an EasyChair account, then use your **User name** and **Password** to log in.
3. After you successfully log in to your account, it will show you all the roles you have for this conference.

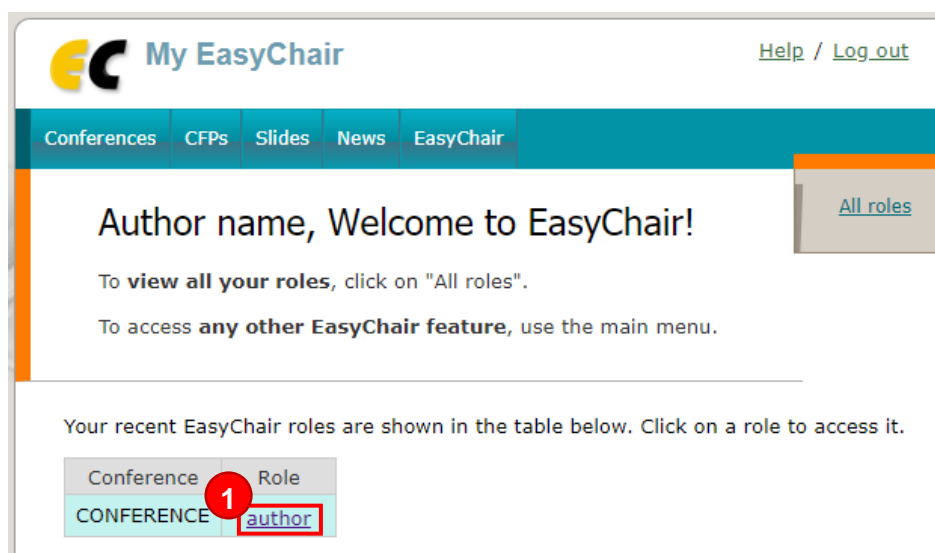


Figure 1: Conference list with author role

4. Click the role of the author according to the conference you are taking, and then click view on submission list or click **My Submission->Submission Number** on top menu.

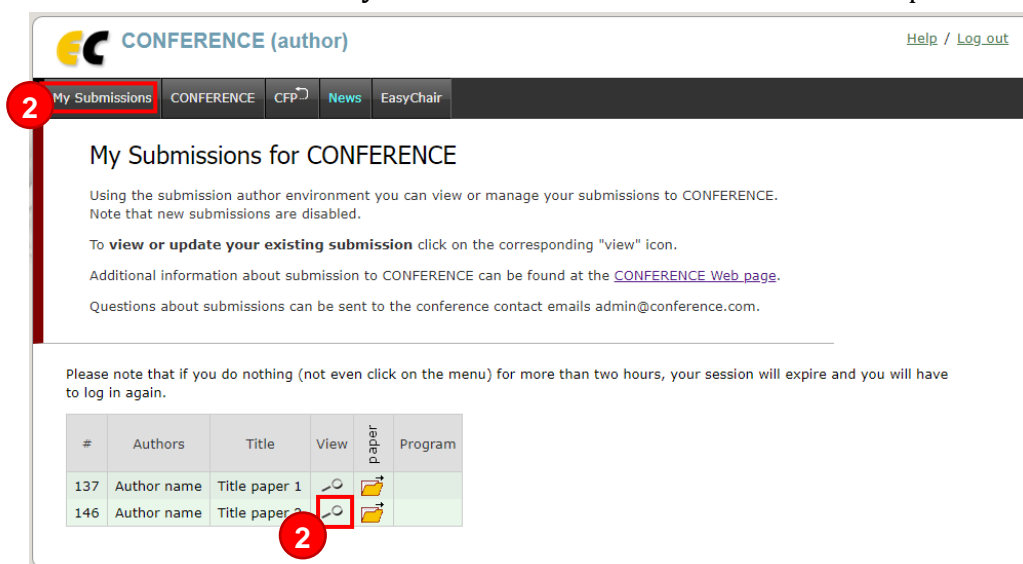


Figure 2: Submissions List

- On the paper detail page, to upload the full paper click the **Update file** menu on the top right menu.

CONFERENCE Submission 146

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers.
[Click here to see information about this conference.](#)

Paper 146	
Title:	Title paper 1
Paper:	(Aug 11, 05:31 GMT)
Author keywords:	keyword one keyword two keyword three
Topics:	Topik Paper
Abstract:	Abstract text
Submitted:	Aug 09, 03:46 GMT
Last update:	Aug 09, 03:46 GMT

Authors							
first name	last name	email	country	organization	Web page	corresponding?	presenter
Author	Name	author@email.com	Indonesia	Organization Name		✓	✓

Figure 3: Upload Full Paper

- Click **Choose File** button to attach full paper file, then click **Submit** button.

Update a File for Submission 146

Use the form below to **upload or update** a file for your submission.

To **delete** the file, use the rightmost column.

File	Admissible file extensions	Current version	Delete
Paper. Upload your paper. The paper must be in doc format (file extension .doc or .docx) <div>Choose File</div> chosen	Word open XML document (extension docx) Word document (extension doc)		

Submit

Figure 4: Submit Full Paper