Step by Step procedure to fill in Entries online and make payments

1. Register your company for the Awards by logging into https://awards.aifmp.org and creating your user profile. Please fill in all details correctly. Please note that the email address provided by you will be your user name for subsequent logging in to your account.

2. Login to your account with your email id. provided at the time of registration. You will receive an OTP on your email and an SMS on your registered telephone number. Use either one of the OTP's to log in to your account.

3. Once you are logged in, you will now view your dashboard, where you will see the options:

a) Update Profile

b) Add New Entry

c) Logout

d) Four lines icon on the top right-hand side of your page.

The above will help you to manuover through this site.

4. Please check your credentials by clicking on "Update Profile" and updating it if required.

5. To send entries for the awards, choose your finest work and determine which pieces you want to submit. The entries selected should be free of obvious imperfections.

Then please click on "Add New Entry", then follow the step by step process by selecting what is most appropriate to your entry. Select the following:

a) Type of Awards-NAEP or GPEA

b) Then the "Group" and

c) Finally, the "Category".

6. Once you choose the above then, please fill in the specific details asked in the form. You can also break up your job into numerous Job Parts / components and then add specific details for each component. Please add as much information as you feel is needed to give clarity about your entry to the jury. Once completed, please submit your entry by clicking on the "Add Entry" button given below in the form.

7. For every entry you wish to submit, please fill out a separate entry form by following the above outlined process. You can send entries for multiple awards, groups, or cateogries, and also send

multiple entries for the same category. However, please keep in mind that there should be a separate submission for every entry you wish to submit.

8. You can keep adding entries and also keep updating the same as and when needed. Once satisfied that the entry/entries are complete in all respects, then you can select them and can process them for payment.

9. To process the entries, please click the "Payment of Entries" button in the main dashboard page. Make the payment by using the mode provided in the online payment gateway.

10. After successfully making the payments, go to "Orders" page. This page can be accessed by clicking 4 line icon on the top right hand side corner button of your dash board page. Once you click the "Orders" page then it will show the status of your paid entries, and there will be an eye icon in front of the successfully paid entries. Click on the eye Icon to access the entry and to download and print its own QR code page with Job description. So if you have entered 10 entries, there will be 10 A4 size QR codes with descriptions.

11. Please print the separate QR codes for all the entries to be submitted and paste them at a convenient place of the relevant entry/sample.

12. Securely pack all these entries in a box/container. You can also download and print the shipping labels for pasting it on your outer shipper boxes. Please ship the physical samples to the PRINT EXCELLENCE AWARD SECRETARIAT so as to reach them or before 16th December 2023. Entries received after the closing date are not eligible for the awards.

13. Please double-check your company name and entry title that you submit, as it will be listed as an award-winner for all announcements to the media, black book, and on the physical award trophy/certificate, etc