

1. As soon as you login to the submission platform, the first screen is the “**User Home**” screen. Click on the “**Author**” link title, in order to access your submission(s) (see next screenshot).

2. Your accepted submission(s) can be found by clicking on the “**Archive**” tab. Click on the title of the submission you want to access. The Status of each of your accepted submission(s) is marked as “**Posted**”.

- Click on the “Reviews” tab and proceed as described in the next screenshot

The screenshot shows the top navigation bar of the HPM website with the logo and the text: "International Study Group on the Relations Between the HISTORY and PEDAGOGY of MATHEMATICS An Affiliate of the International Commission on Mathematical Instruction". Below the navigation bar, there are links for Home, About, User Home, and ESU8 main site. The main content area shows a submission summary with tabs for Summary and Reviews. The Reviews tab is circled in red. The submission details include Authors, Title, Original file, Supp. files, Submitter, Date submitted, Main Themes, Type of Activity, Chair (Constantinos Tzanakis), Author comments (Theme 5), and Abstract Views (0). The status section shows the submission was initiated on 2017-12-07 and last modified on 2018-09-09. The bottom section is labeled Submission Metadata.

- After clicking on the “Reviews” button this will change to “Proposal & Full Text”. You can upload your full text (and any additional files, like separate image files etc) by browsing in the “Author’s Revised Proposal & Full Text” section. After uploading your files, please **don’t forget to notify the Chair** by sending a confirmation message using the option provided below the upload section.

The screenshot shows the submission page with the 'Proposal & Full Text' tab selected and circled in red. The submission details are similar to the previous screenshot, but the Chair is Constantinos Tzanakis. The Chair Decision section shows a decision of ACCEPT on 2017-12-07, with reviews from 2018-01-14. The Author's Revised Proposal & Full Text section shows the Chair Version as None. There is a text input field for the author's email to the chair, and a button labeled "Αναίτηση... Δεν επιλέχθηκε αρχείο. Upload" which is circled in red. Below the button, there is a red circle containing a checkmark and the text: "Please, don't forget to notify the Chair, after uploading your Full Text."