

## Logging in to CLSI Exchange

1. Log in at [www.clsi.org](http://www.clsi.org).
2. Click on “Sign In.”
3. Enter your ID (e-mail address) and password.
4. Click “CLSI Exchange” in the green box on the top right corner.

## Navigating CLSI Exchange

1. To view your committees, click on the “Committees” tab. All committees on which you are a participant will display.
2. To access a committee home page, click on the name of the committee.

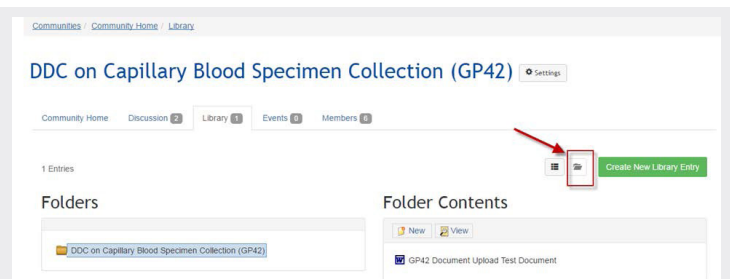
## Uploading a document

1. From the committee home page, click on the “Library” tab.
2. Click on the “Create New Library Entry” button.
3. Enter the “Title” of the document, a “Description” (as needed), and your name as “Owner.”  
**NOTE:** Do not select a folder. The document will upload to the appropriate default location.
4. Click “Choose and Upload” to select the file from your computer.
5. Click “Finish.”

## Downloading a document

1. From the committee home page, click on the “Library” tab.
2. Click on the applicable folder in the “Folders” area to display the folder contents.
3. Under the “Folder Contents” area, click on the file you wish to download.
4. Click on the “View” button.  
**NOTE:** You will navigate to another screen where the file name will be accessible.
5. Click “Download.”

**NOTE:** To view documents in a committee library in the traditional folder view, click on the folder view icon.



## Changing your e-mail settings

1. To change the time period for e-mail receipt (eg, from real time to once daily), click on the “Settings” button.
2. Under the “Email Notifications” heading, select the desired time period from the drop-down list.

## Voting or Commenting in *CLSI Exchange*

1. When a document is posted for vote, those eligible to vote or comment will receive an e-mail notification announcing the voting opportunity. A link will be provided and will navigate you to [CLSI Exchange](#).
2. If you are not signed in, enter your username and password. Then click “CLSI Exchange” in the green box on the top right corner.
3. Click on the “Committees” tab and then from the drop-down menu, select the committee referenced.
4. Then click "Comment/Vote" on the top. From there, you will be able to:
  - Access the document(s) for review.
  - Access a comment form.
  - Comment or vote on the document.
5. Download the document for review and, as needed, save a copy of the comment form to your computer.
6. Review the document and record your comments on the comment form.

### VOTING MEMBERS

To submit your vote:

1. From the "Comment/Vote" page, click "Ballots" on the left-hand sidebar.
2. Click on the green “Vote” button.
3. Select the appropriate voting option.  
**NOTE:** Comments must be submitted with any reject vote.
4. Click “Submit.”

7. Submit comments via e-mail to [vote@clsi.org](mailto:vote@clsi.org) or use the "Comments" area in the left-hand sidebar.