Uploading Materials to the Application Portal
Quick Reference Guide

1. Upload these materials to the Application Portal:
   - Timesheets
   - Learning Plan
   - Log of DEI/A2J Activities
   - Log of Required MCLE

2. Prepare the materials:
   - Use your Provisional License Number (SP123456) on these materials
   - Save each as a separate PDF
   - Save each monthly timesheet as a separate PDF
   - When submitting the timesheet cover sheet, save that as a separate PDF

3. Name submissions this way:
   - Monthly timesheet: SP123456_Timesheet_07.24
     (where the date at the end represents the month and year of that timesheet)
   - Timesheet cover: SP123456_TSCover_08.24
     (where the date at the end represents the month in which you submit the cover)
   - First Learning Plan: SP123456_LearningPlan.1
     (always use the suffix "1" even if you plan to submit just one Learning Plan)
   - Subsequent Learning Plans: SP123456_LearningPlan.#
     (number sequentially)
   - Log of DEI/A2J Activities: SP123456_DEI.A2J.Log
   - Log of Required MCLE: SP123456_MCLE.Log

4. When to submit:
   - Monthly timesheets: by the tenth of the following month (but submit May, June, and July 2024 by August 10, 2024)
   - Timesheet cover: with first monthly timesheet, when a new Supervising Attorney signs your timesheets, with your Halfway Portfolio, with your Final Portfolio, and whenever you submit a December timesheet
   - Learning Plan: with Halfway Portfolio (other times are optional)
   - Log of DEI/A2J Activities: when it is complete
   - Log of Required MCLE: when it is complete