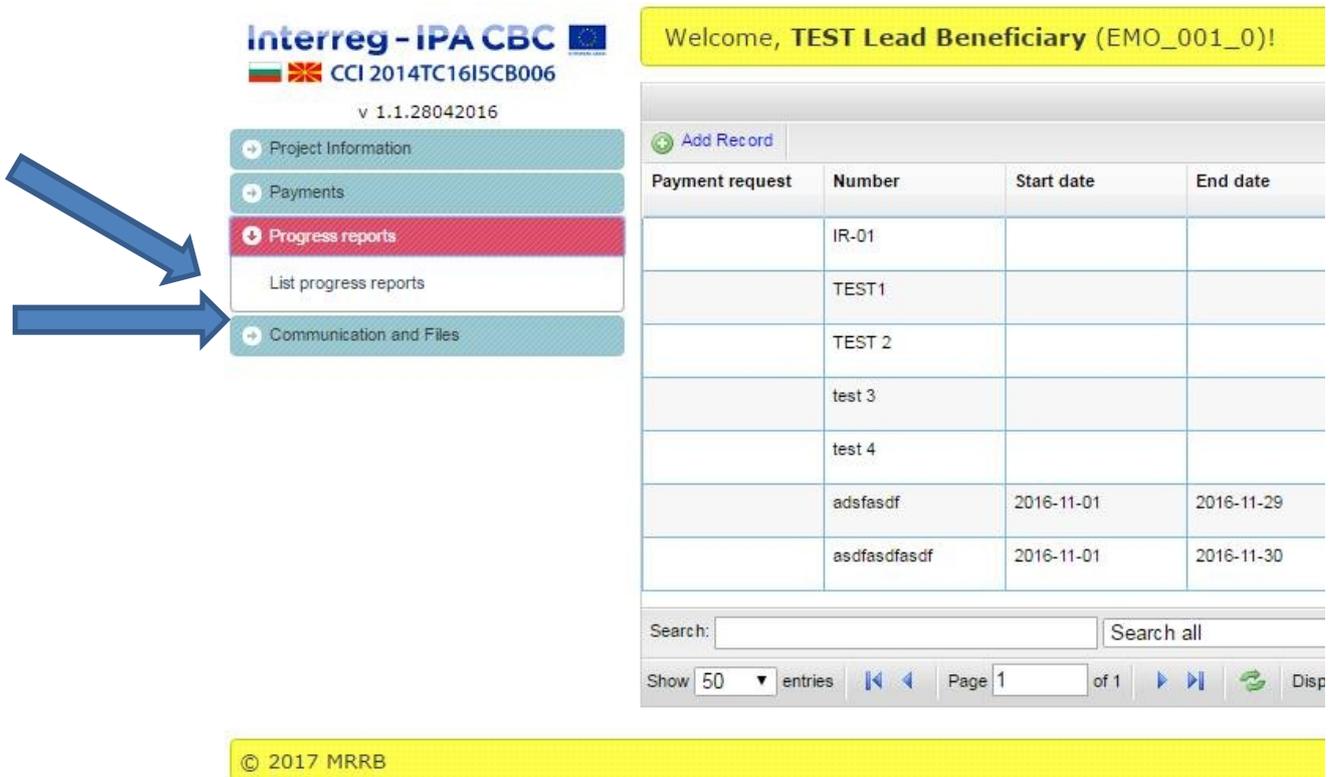# Detailed description of uploading PPP with the use of Beneficiaries Portal

1. **Preparation of Project Progress Report in MIS:**
    -   Login in BP
    -   Select menu: Progress Reports

-   Select submenu: List Progress Reports
-   Press Add Record button in the upper left side of the working area [Add Record]
-   Start filling the form
-   Fill in Start date and End date by selecting the date from the calendar

- Fill in all the respective fields

- Save the initial version of the PPP by pressing buttons [Save]
  DO NOT PRESS SUBMIT BUTTON AT THIS STAGE!

2. Draft and printing of PPP
- Edit the prepared progress report in View mode:

- Export the PPP in PDF format by pressing EXPORT button [EXPORT]
- Print, sign and scan back the PPP;
- Prepare archive file with all the required proofs for activities execution as regarding the PIM

- Drag and drop the file or use "Select files to upload" button to upload the file

- Go to Message section by pressing button [↩ Messages] in the upper right side of the navigation panel
-

- Edit the Project Progress Report in Edit mode

- Upload the prepared archive file with the signed PPP and respective proof documents

3. Submitting

- Enter the PPP in View mode;

- Press Submitted