

☒ **Simple Step-by-Step Instructions to Use the AI-Powered FETP Deliverable Reviewer**

Step 1: Register

- Go to the website and click “**Register**”
- Enter your name, email, Role in FETP, Name of FETP, Country/Territory Name and create a password
- Submit to create your account

Step 2: Log In

- Use your email and password to log in to the dashboard

Step 3: Choose an Action

- **Review Deliverable** (get AI feedback in Word)
or
- **Score Deliverable** (get AI scoring sheet)

Step 4: Select FETP Tier

- Choose: **Frontline, Intermediate, or Advanced**

Step 5: Enter Required Information

Fill in:

- Name of person submitting
- Role in FETP
- Email address (to receive feedback)
- FETP program name
- Country
- Name of the fellow
- Type of deliverable

Step 6: Upload the Report (PDF Only)

- Upload the deliverable in PDF format
(If it is a PowerPoint presentation, convert to PDF first)

Step 7: Submit

- Click **Submit**
- The AI will process the report automatically

Step 8: Receive Output by Email

- **Review / Scoring option** → You get a **Word feedback document**

☒ Done!

Fast. Simple. Accurate. Available 24/7.