DATA SUBMISSION MECHANISM

USER GUIDE

Registration

1) Visit https://cis.cipauganda.ug or the UMRA Website and Click CIS
2) On the main menu, select Data Submission Registration
3) Complete the registration form displayed and submit
4) Within 12 hours, you will receive an email with login instructions to the data mechanism.

Data Submission

1) Visit https://cis.cipauganda.ug or visit the UMRA website and locate CIS on the menu
2) Login with your email (submitted during registration) and password
3) Navigate to **Submissions**, select PI Submission
4) On the right, select **Submit a File**
5) Under the Submission Type drop-down list, select Final (if it is a re-submission, select Resubmission
6) Select Browse to upload the encrypted file to the mechanism. It should have a .gpg file extension and look like a padlock.
7) Click **Submit** to complete the process.