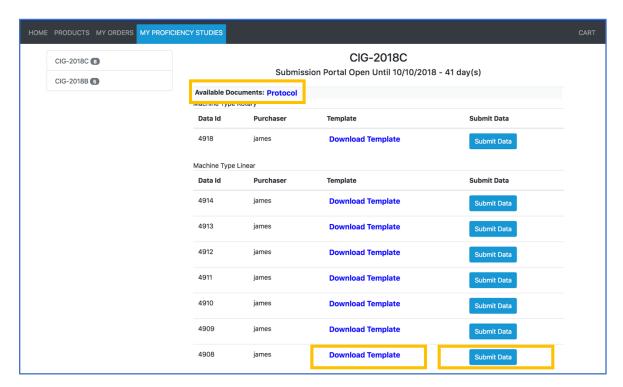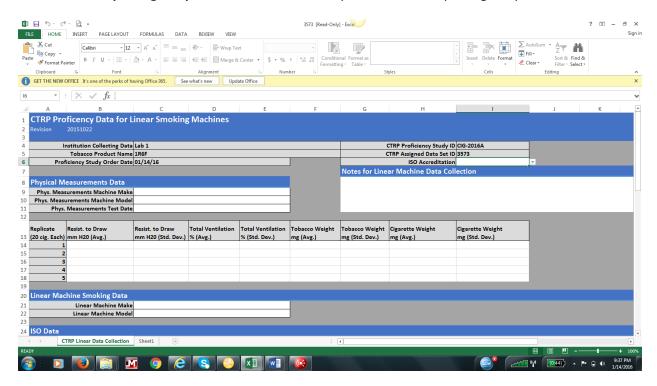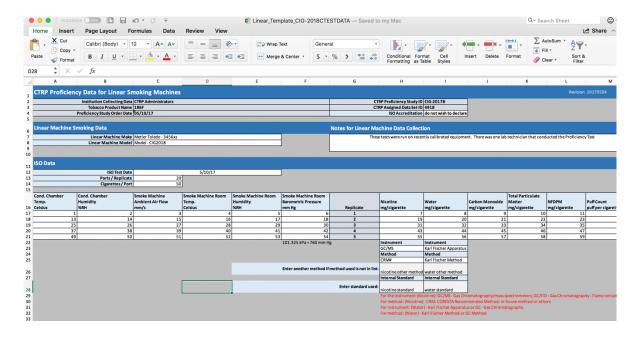# Uploading Proficiency Data

1. **Proficiency Test Kit Orders.** Click the "Proficiency Studies" tab to download the Protocol, Data Template, and Analysis Report (when available). The participant will also upload the completed Excel reporting template from this page.
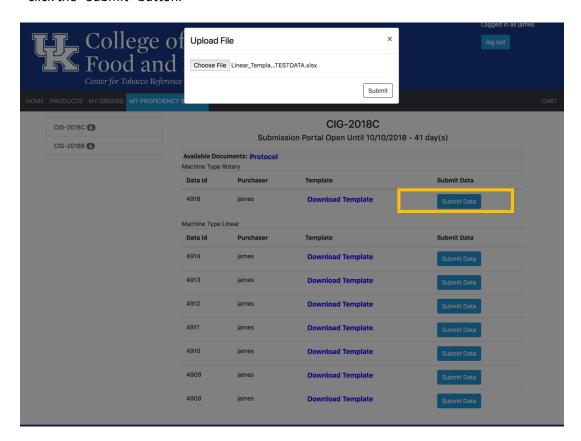
2. **Excel reporting template.** Download and Complete the Excel reporting template.

Lab data entered into the Excel reporting template ready for upload.

3.   **Uploading Excel reporting template.** (1) Click the "Submit Proficiency Data" blue button for the desired reporting proficiency study; (2) browse your computer for the Excel reporting template (complete with lab data) for that proficiency study; (3) select the appropriate file; and (4) then click the "Submit" button.

4.   **Reviewing Data Online.** Review the data uploaded from the Excel reporting template to the CTRP database. Once the data has been verified, click the "Confirm and Submit Data" button for the final submission of data to the CTRP.