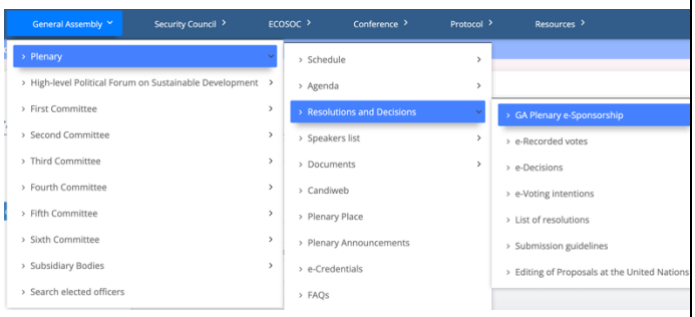
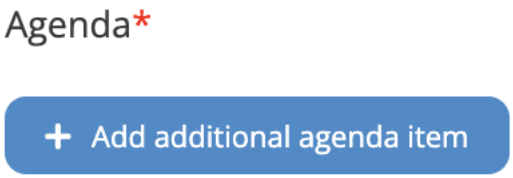
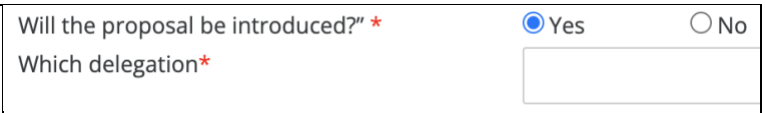
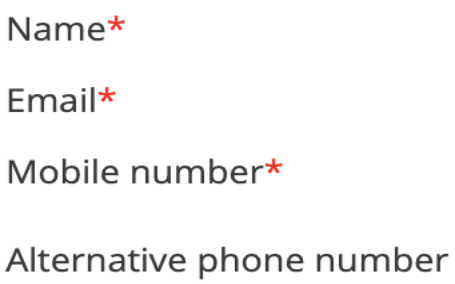
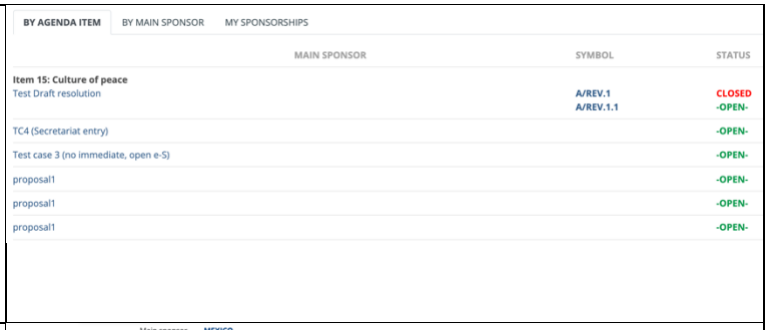
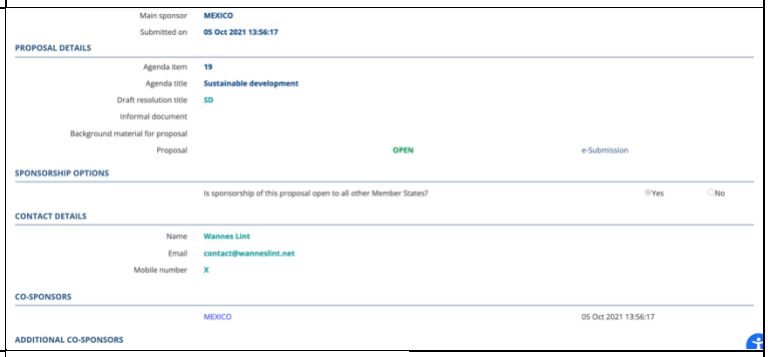
STEP 1: Go to https://delegate.un.int and login to e-deleGATE, Secure Portal for Delegates.	
STEP 2: Go to the ***General Assembly*** ➔ ***Plenary*** ➔ ***Resolutions and Decisions*** ➔ ***e-Proposal (Sponsorship and Submission)*** drop down menu.	
STEP 3: Click ***Initiate a Proposal*** in the top-right corner of the screen.	
STEP 4: Identify the Agenda item under which the proposal will be submitted from the ***Agenda*** drop down menu. If the proposal is submitted under more than one Agenda item, click the + ***Add additional agenda item*** button.	

STEP 5: Please choose the type of document that you are initiating.	◉ Draft resolution ○ Draft decision ○ Amendment
STEP 6: Write down the official title of the proposal next to the header ***Proposal.***	Proposal*
STEP 7: Upload the proposal by clicking the first ***+ Choose*** button and selecting the proposal file from your computer. *Note that all texts must be submitted as Word documents.* *Note that for submission of a recurrent resolution, the draft must be submitted with any changes to the previous resolution marked up in track changes.*	Upload proposal + Choose
STEP 8: If necessary, upload background material for the proposal by clicking the second ***+ Choose*** button and selecting the background material file from your computer.	Background material for proposal + Choose
STEP 9: If the proposal has additional main sponsors, please add them by clicking on the ***+ Add additional main sponsor(s)*** button and select the countries that are additional main sponsors of the proposal	+ Add additional main sponsor(s)

OPTIONAL: If you wish to submit on behalf of the States Members of the United Nations that are members of a group, please identify the group from the drop down menu next to this statement.	(optional) On behalf of the States Members of the United Nations that are members of the
STEP 10: If sponsorship of the proposal is open to all other Member States, please select ***Yes*** from the two options. If sponsorship of the proposal is not open to all other Member States, please select ***No*** from the two options and select which Member States (if any) can co-sponsor.	◉ Yes ○ No ○ Yes ◉ No Select Member States who can co-sponsor × Unselect all ☑ AFGHANISTAN ☑ ALBANIA ☑ ALGERIA
STEP 11: If you do not want to immediately submit the proposal for issuance, please select ***No*** from the two options and go immediately to STEP 14 of this guideline. If you want to immediately submit the proposal for issuance, please select ***Yes*** from the two options and select whether the proposal is based on previous text or new text.	○ Yes ◉ No ◉ Yes ○ No ○ based on previous text ○ new text
STEP 12: If the proposal is based on previous text, please provide the previous GA resolution symbol and upload the Draft resolution (clean version) file and the Draft resolution with tracked changes file from your computer.	Previous GA resolution symbol* Draft resolution (clean version)* + Choose Draft resolution (track changes)* + Choose
STEP 13: If the proposal is a new text, please upload the Draft resolution (clean version) file from your computer.	Draft resolution (clean version)* + Choose

STEP 14: Select whether the proposal will be introduced. If ***Yes***, please mention by which delegation.	
STEP 15: Provide your name, e-mail, mobile number and optionally an alternative phone number.	
STEP 16: If you would like to add an additional contact, please click the ***+ Add additional contact*** button and add the additional contact details.	
STEP 17: Click the checkbox to certify that you are duly authorized to table proposals for co-sponsorship on behalf of your delegation.	
STEP 18: Click the ***Submit*** button to submit your proposal.	

STEP 19: To **CONFIRM** that the proposal was initiated properly, go back to STEP 2. You can find in this list of proposals categorized by their agenda item.	
STEP 20: If you click on your proposal, you will see a menu outlining the Proposal Details, Sponsorship Options, Contact Details, Co-Sponsors and Additional Co-Sponsors. Please check whether this information is correct.	
STEP 21: If you would like to update your file, click the ***Update file*** button in the top-left corner of your screen.	
STEP 22: If you would like to submit the proposal, click the ***Submit the proposal*** button in the top-left corner of your screen.	
STEP 23: To **CONFIRM** that the proposal was initiated properly, please check whether you have received a confirmation e-mail. Or go back to STEP 19 and check whether the proposal is submitted.	