Submitting a Paper to the Brainfuse Writing Lab
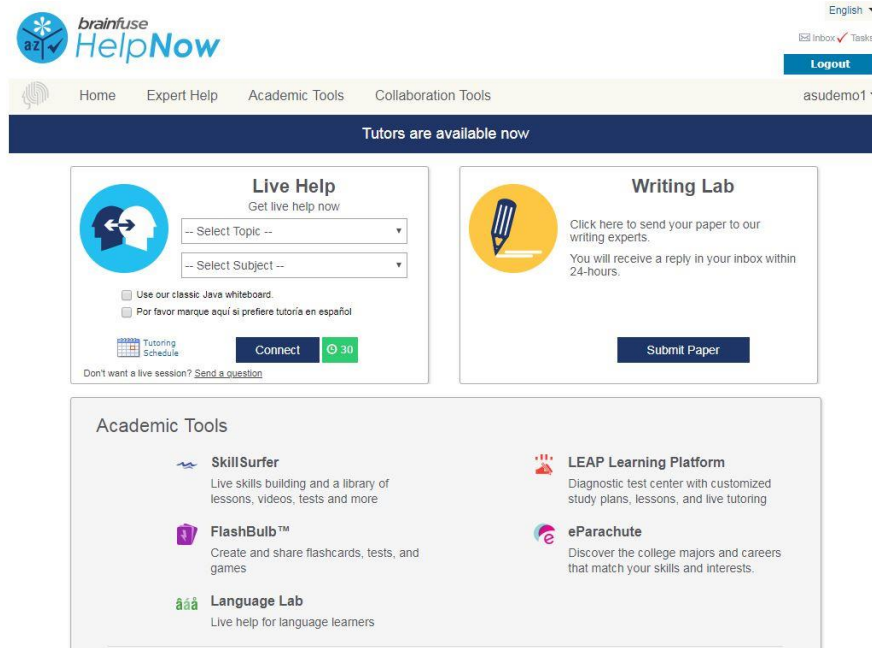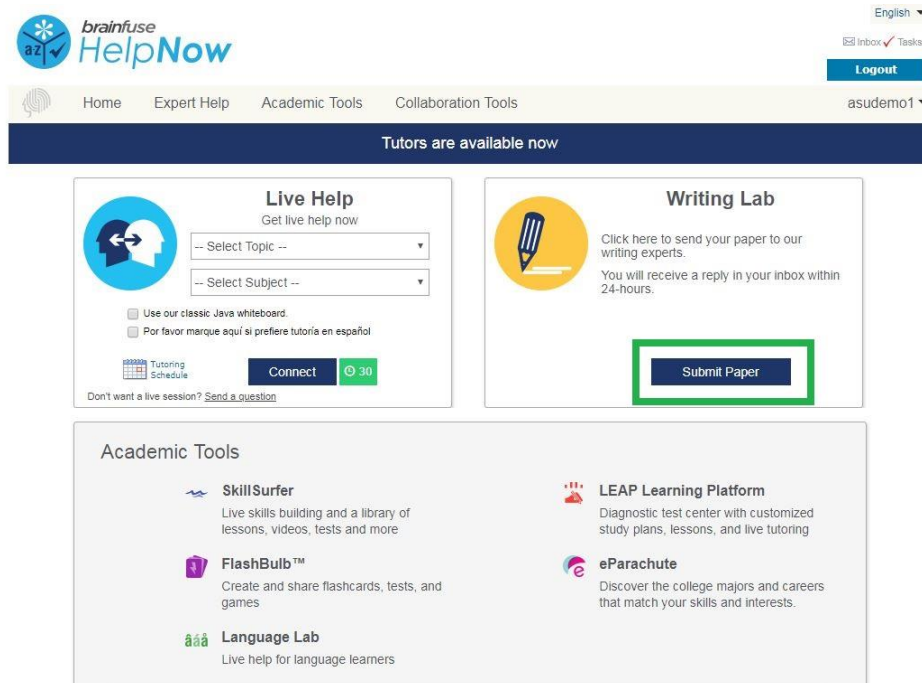
1. To submit a paper to the Writing Lab, log in to your Brainfuse account.
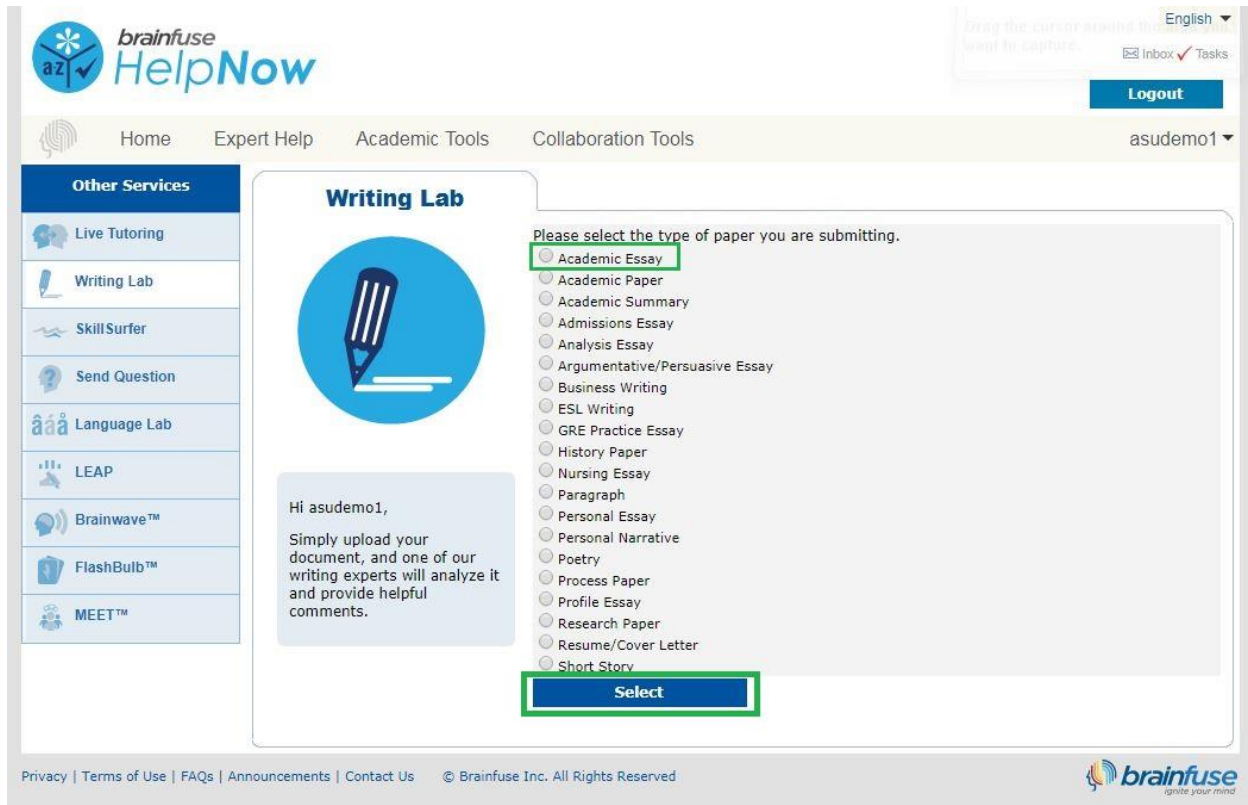

2. Once logged in, select "Submit Paper" under the "Writing Lab" option found on the Homepage.

3. When you select "Submit Paper," you will be redirected to the Writing Lab submission process. On the first page, select your paper type from the listed options. Once you have made your selection, hit "Select" to proceed in the process.

4. On the next page, following the directions found under each section (1 to 6).
    a. In section 1, choose the format requirements for your paper.
    b. In section 2, select the options you want the tutor to focus on in your paper.
    c. In section 3, provide any instructions you want the tutor to see.
    d. In section 4, choose your file. Only 1 file may be uploaded for each submission.
    e. In section 5, add any comments you want to pass along to the tutor.
    f. In section 6, hit "Submit" when all of the sections above are completed. Before submitting, please ensure the correct file is uploaded in section 4.
        i. To ensure your paper is successfully submitted, <u>do not refresh or navigate away from this page after hitting submitting</u>. You will be automatically redirected to a confirmation page.

5. Once you successfully submit a file to the Writing Lab, you will receive a confirmation page.

6. Please allow one day for our tutors to review your paper and return their feedback to you.

Accessing Your Complete Review

1. After our tutors review your submission (usually in one day), you'll receive a notification that a response to your submission has been sent to your Brainfuse account. To access your review, log in to your Brainfuse account.

2. Upon logging in, you'll see two notifications that you have a paper in your inbox. You may select either notification to access your review.
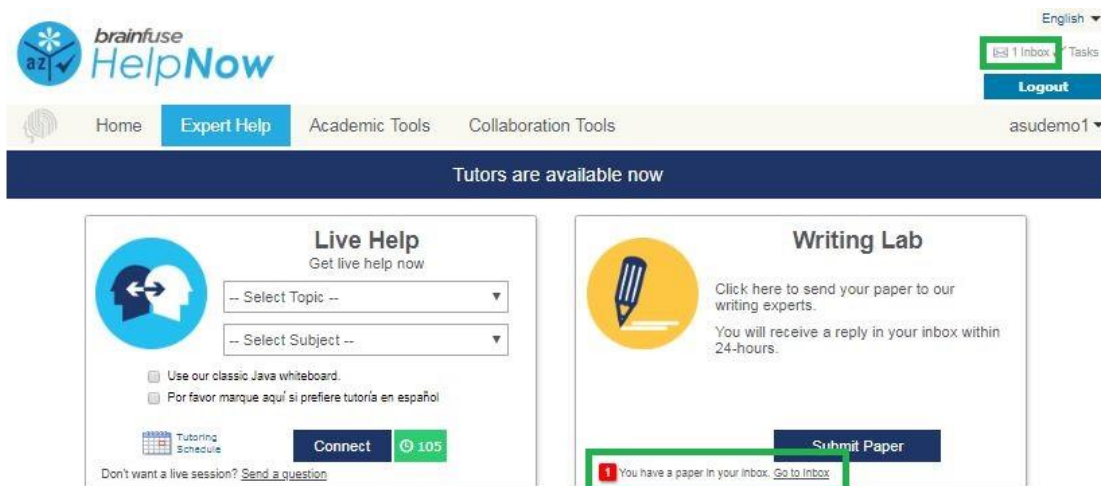
3. Alternatively, hover over your name in the upper right corner and select "My Message Center" to access your review.
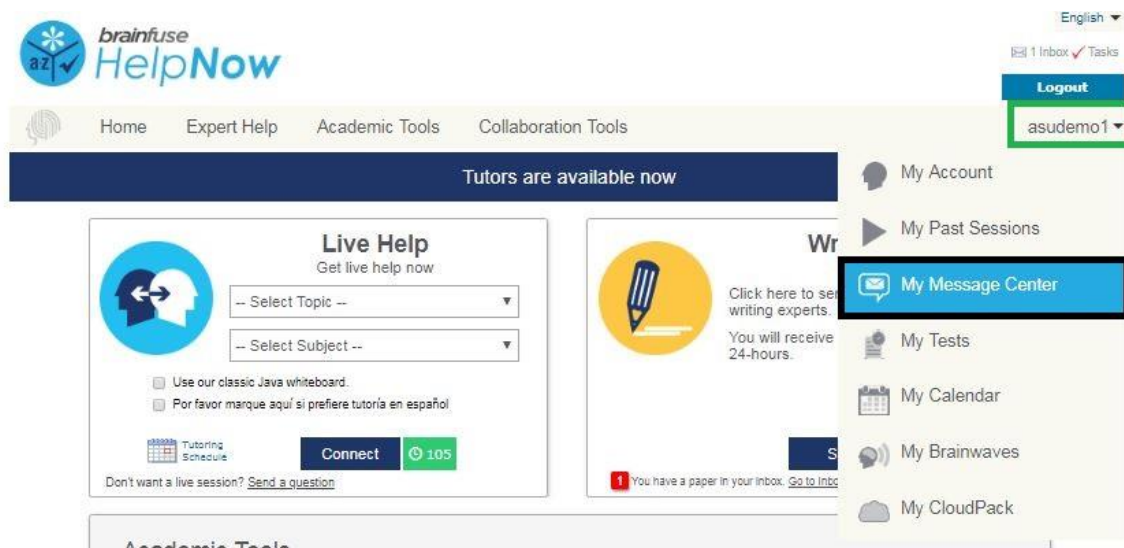
4. Once you select "My Message Center," you'll see the file you submitted and the review completed by your tutor (along with a comment). Tutor files are always highlighted in blue.

5. To access your review, select the file link to download the review.

For administrative questions or assistance, please email
info@brainfuse.com.

Thank you for using Brainfuse!