STEP II Instructions:

Proceed to the NIH 3D Print Exchange website to create an account and complete your Design Submission for the COVID-19 Supply Chain Response.

CREATE AN ACCOUNT

1. Create an account on the NIH 3D Print Exchange website: https://3dprint.nih.gov/user/register.

    In the "Other" field, please provide information about you, your organization, role, and any relevant links. This information is intended to provide context and credibility as to the source of the models shared from the account. The account may be for an individual or an organization.

2. Check your email. Click the link to confirm your account and create a password.

3. Login to the NIH site and navigate to the SHARE page or go directly to https://3dprint.nih.gov/share.

UPLOADING YOUR DESIGN

4. On the Share page, click on the "**Labware & Devices**" icon or go directly to https://3dprint.nih.gov/share/laboratory-equipment.

5. Click on the **"General Information"** tab and:

   a. Complete all required fields.

   b. Select only one value from the "Device Use" drop-down list.

c. Enter keywords for the design you are submitting. Keywords are tags that enable searching within the system. **You MUST include "America Makes" as one of your keywords.**

d. Enter a detailed a description. You should include as much information as possible including if/how the print has been tested for safety purposes, if applicable, and any liability disclaimer if desired.

e. Select the "Segmentation Software" and "3D Modeling/CAD Software." The fields will auto-populate so you can select from existing items in the list or add your own.

f. You may want to include a note about attribution

6. Click on the **"Upload Your File(s)"** tab and upload all relevant files.

a. The 3D Model File upload field will accept STL, WRL, and X3D. This is by design, so that our pipelines can automatically generate binary X3D files that can be displayed in the 3D viewer in the browser. This means that you will have to convert any CAD files to STL prior to upload.

b. Source CAD files and other 3D printable formats may be uploaded in the "Additional Model File(s)" field. Formats allowed include: zip, 3mf, amf, avi, blend, cad, cmp, csg, dwb, dwf, dwg, dxf, fcstd, gcode, iam, igs, ipt, ma, max, mb, mesh, mrc, mtl, obj, off, plc, ply, scad, sldprt, sol, step, stp, sts.

Please contact meghan.mccarthy@nih.gov if you do not see a critical type to include.

c.   Photos of the printed object can be uploaded to the "Additional Image Files" field.

d.   If you have supplemental documentation you would like to append (e.g., PDF, TXT, DOC, etc.) these can be uploaded in the "Supplemental Files" field.

7.   Click on the **"Licensing and Terms"** tab to select a license for sharing the content. This includes commonly used copyright and copyleft licenses, and the CERN Open Hardware License – Permissive v2.

8. Click on the **"3D Printing Information"** tab:

   g. Select the "Printer Technology" from the drop down list, and select the related "Material." If the material you want is not shown, you can add your own.

   h. Select from the auto-populated "Printer Make/Model" or enter your own to the list.

   i. Print Units, Scale, and Processing Instructions should be included.

9. Click on the "**Citations and Authorship**" tab and enter all necessary information.

10. Review all of your information and **Click Submit**

AFTER YOUR SUBMISSION

Check your email for a link when your model is ready. You will be required to review the entry and mark it as published.

A site administrator will check that you have provided an appropriate level of documentation. You may be contacted and asked to provide additional information.

Note: Models added to the site collection will be designated by NIH site administrators as "Prototype," "Tested," or "FDA Emergency Use Authorization," These terms will be defined on the site page, and may be modified or added to as necessary. To view designs go directly to:
https://3dprint.nih.gov/collections/covid-19-response.

Thank you for your submission!