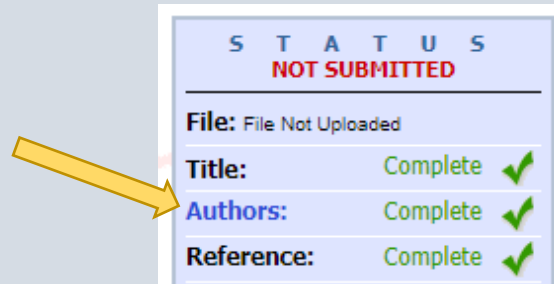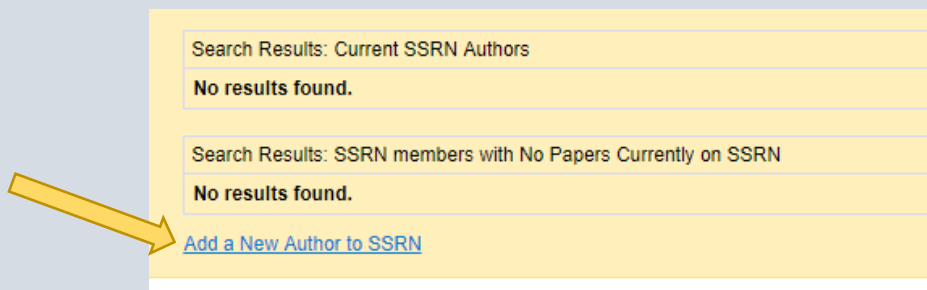# Adding New Authors & Affiliations to SSRN Proceedings Submission

1. **Click "Authors"** in the Status Checklist on the right side of the submission form to open the author search area.

2. **Search for an author by name and email** in the search field. If you are unable to find the author, then click "Add A New Author to SSRN".
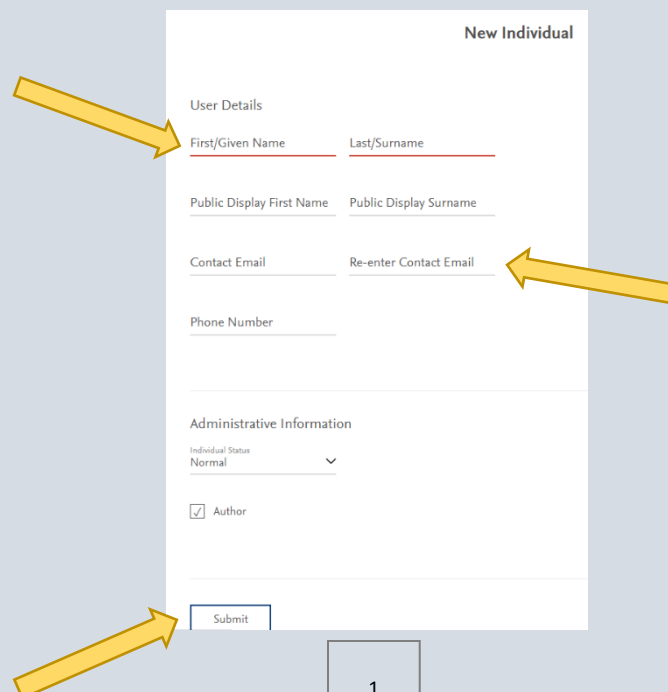

3. **Enter the author's first and last name and their email address** in the popup that appears. Other fields can be left blank. Click Submit.
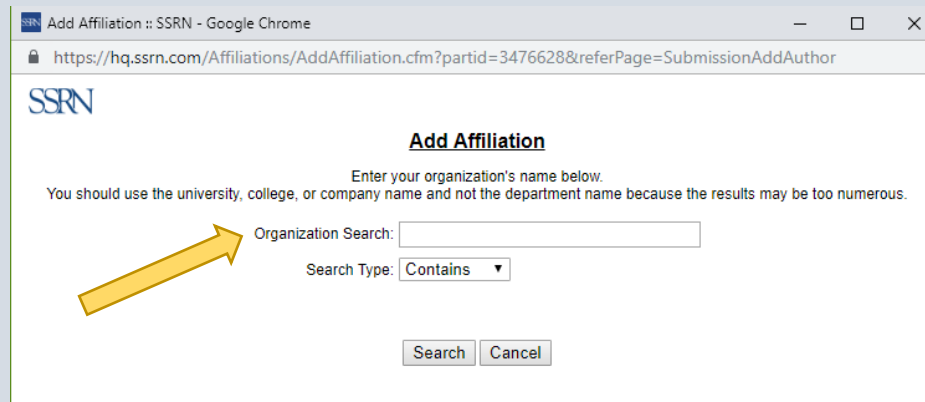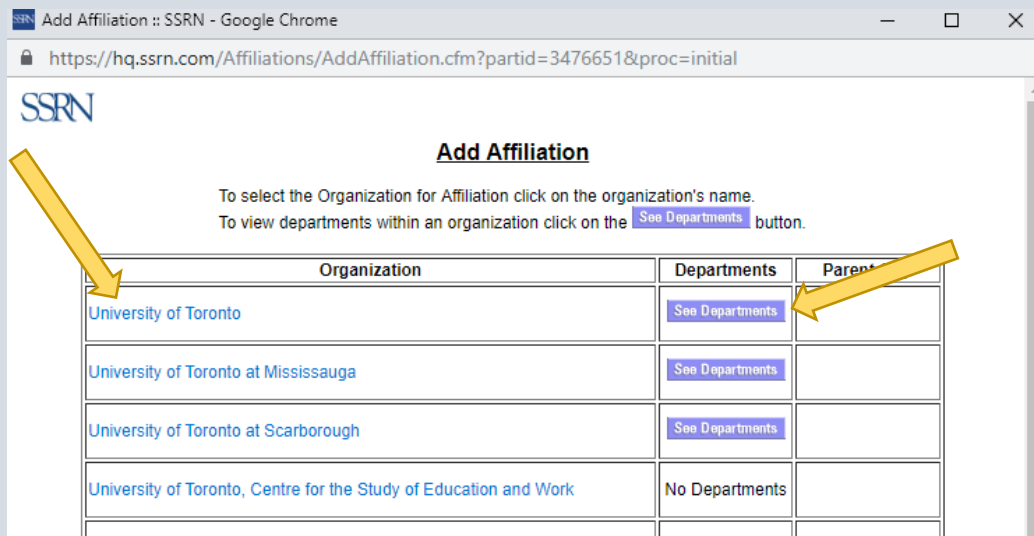
4. **Search for the organization's name** to add it to the author's account. If the organization is not found, try searching for only one or two words from the organization's name. This is the only opportunity you will have to add an affiliation to the author's account.
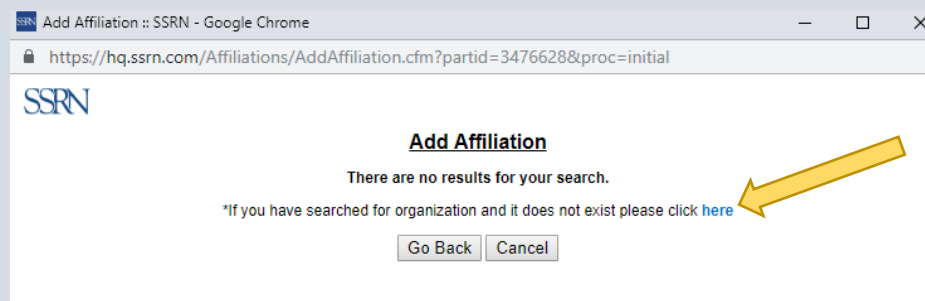

5. **Click on an organization's name to add it as an author's affiliation** or click "See Departments" to search for a specific department or school with an organization.

6. **If the organization is not found in SSRN's system, you will have the opportunity to enter it** so that it can be added to the author's account.

7. **Enter the organization's full name and address**, then click "Add New".

8. **On the next screen, review the information that will be added to the author's account.** You may add their title (e.g. Professor) if desired. When you are satisfied the information is correct, click Submit.

9. **A confirmation notice will display** when the affiliation has been added successfully. You can then click "Close Me" to exit the page. The author will be added to your submission and the affiliation you added will appear on their account.