Procedure to Generate Publications Incentive

1. Click on My KMPORTAL and then select Publications Incentive

![My KMPortal Menu](image1.png)

Figure 1: My KMPortal Menu

2. Click on Generate My Incentive Report from the navigation menu on the left side.

![Publications Incentive Page](image2.png)

Figure 2: Publications Incentive Page
3. Click on the drop-down button and you can view the list of year. For example select 2007.

![Figure 3: Generate My Incentive Page](image)

4. Then click on **Generate** button. Message boxes will be displayed and click on **OK** button

![Figure 4: Message Boxes](image)
5. System wills automatically generating publications incentive and this process will normally takes a few minutes.

6. Then, the Publications Incentive Calculation Status Listing page will be displayed. Click on the year as shown in Figure 4

![Figure 5: Publications Incentive Calculation Status Listing Page](image_url)

7. Your Incentive Form will be displayed as shown in Figure 6. Select the radio button and then click on Submit button.
Figure 6: Publications Incentive Form Page
Figure 7: Publications Incentive Page