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| Submit an Agreement | |
| 1  2    3      4 | 1. From My Inbox, click the **Create Agreement** button. |
| 1. Complete the pages. To move to the next page, click **Continue**. |
| 1. On the last page, click **Finish**. |
| 1. On the left, click **Submit**. |
| 1. Click **OK** to accept the statement and submit the agreement. |

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| Assign an Ancillary Reviewer | |
| You can add an organization or a person as an ancillary reviewer up until you submit the agreement. | |
| 1      2      3      4      5 | 1. In the top navigation, click **Agreements**. |
| 1. Click the **All Agreements** tab and then click the agreement name to open it. |
| 1. On the left, click **Manage Ancillary Reviewers**. |
| 1. Click **Add**. |
| 1. Next to Organization or Person, click **Select** and then choose the specific organization or person. Click **OK**. |
| 1. Complete the rest of the form and click **OK**. |
| 1. To add more reviewers, click **Add** and repeat the steps. |
| 1. Click **OK** when done. |

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| Respond to Reviewer Requests | |
| 1      4      6      5      7      3 | 1. From My Inbox, click the agreement name to open it. |
| 1. Click the **History** tab. |
| 1. Look for the **Clarification Requested** activity and review any reviewer comments. |
| 1. To update the agreement, click **Edit Agreement** on the left and make the changes. If not, go to the next step. You will be able to enter a response for the reviewer before submitting. |
| 1. Click **Submit Changes**. |
| 1. (Optional) In the Notes box, type a response to the reviewer’s comments or questions. |
| 1. Click **OK**. |

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| Create an Amendment | |
| You can create amendments for agreements in the Active, Expired, and Evergreen states. Only one amendment can be in progress at a time for an agreement. | |
| 1      2      3      4      5 | 1. In the top navigation, click **Agreements**. |
| 1. On the **All Agreements** tab, click the name of the agreement to amend. |
| 1. On the left, click **Create Amendment** and complete the pages. |
| 1. On the last page, click **Finish**. |
| 1. On the left, click **Submit**. |
| 1. Click **OK** to accept the statement and submit the amendment. |