**Respond to Clarification Requests**



**Work Instructions:**

If a reviewer has questions or requires you to change your submission, you will receive an e-mail indicating this. Review the request details and then respond to the request.

1. Click the e-mail link to open the submission. Alternatively, log in to Click Portal, then open the submission from My Inbox.
2. On the History tab, find the “Clarification by…Requested” activity and read the comments.
3. Check to see if the reviewer added notes to the submission: Click the **Reviewer Notes** tab (in the Resource tabs).
	* For each reviewer note, you can either:
		+ (a) Click the link **Click here to respond…**. Select a response from the drop down list that appears (Change Request Completed; Change Request Not Completed; or Reviewer Information Only). Elaborate on what you did in the text box, then click **OK**.
		+ (b) Alternatively, click the **Jump To:** link to go directly to the page with the reviewer note so that you can see the note in context, and then respond.
	* If there are no notes, proceed to step (4).
4. Click **Submit Response**. In the Comments section, explain your response to the reviewer. Add supporting documents if that is appropriate, then click **OK**. The state moves to Pre-Review.

