|  |
| --- |
| Submit an Agreement |
| 12 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.
 |

|  |
| --- |
| 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.
 |

|  |
| --- |
| 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**.
 |

|  |
| --- |
| 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.
 |