

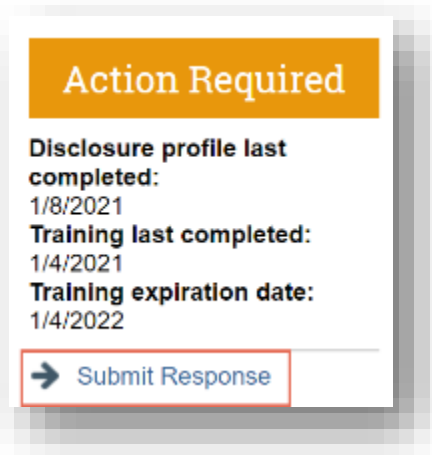


Respond to a Clarification Request

If a reviewer has questions or requires you to provide additional information about disclosure profile or pre-approval request, you will receive an e-mail notification indicating this. Review the request details and then respond to the request. Depending on the request, you may need to update your disclosure profile or pre-approval request. Log on to the system and navigate to your disclosure profile to respond to this request.

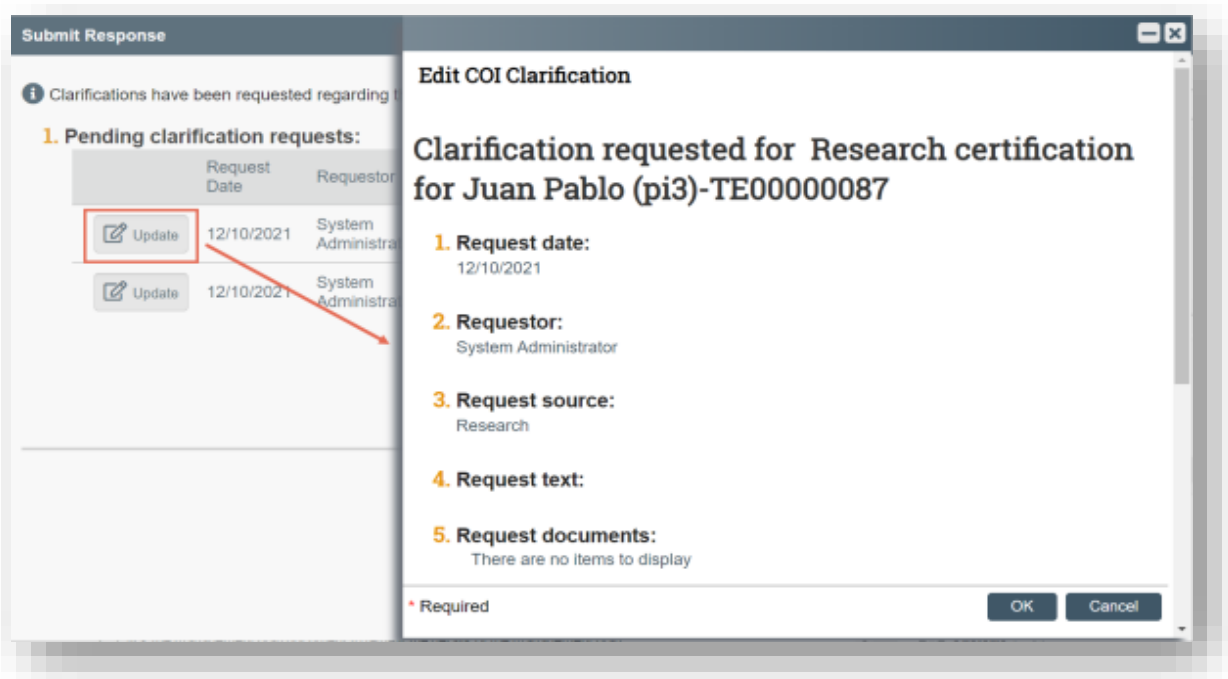
To review the request details and submit your response

1. On the disclosure workspace, click **Submit Response**.



2. Click **Update** on the request you are responding to.

Note: There may be multiple clarification requests outstanding at the same time.



3. In the Request text field, review the request sent by the reviewer.
4. Review any attached documents.
5. In the Response text field, type your response to the reviewer and click **OK**. You can also attach documents that explain your response.
Note: If you responded to the reviewer's request in a document, you can add the document in the Response documents field.
6. Click **OK**.

After you have responded to all outstanding clarification requests, your Instruction Center will be updated accordingly. If your disclosure profile is in a No Action Required state, you can log off the system.