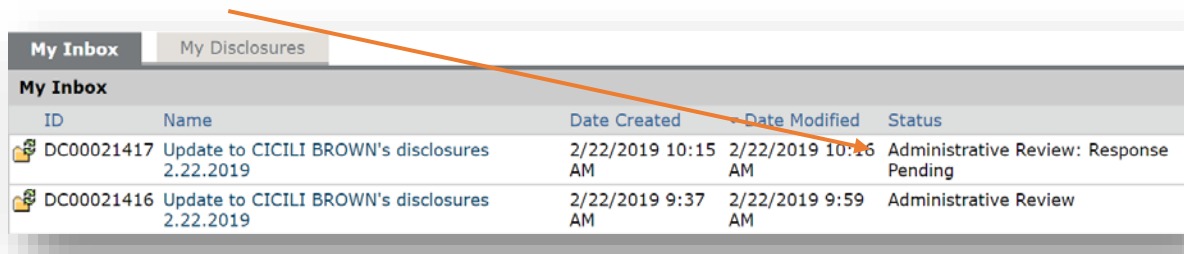


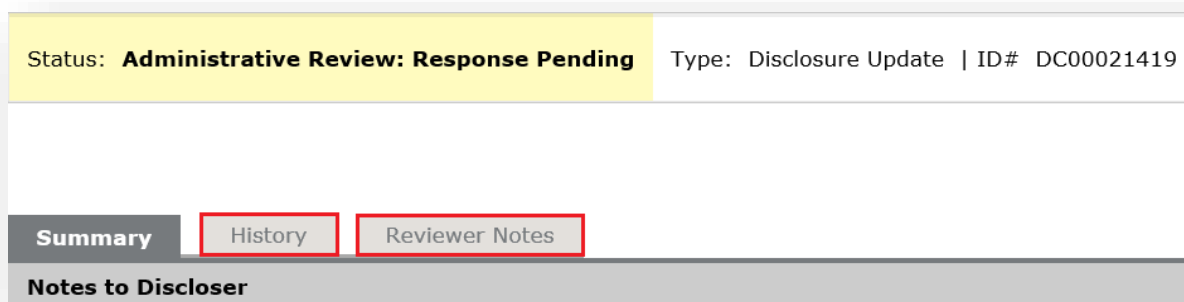
How to respond to requested changes

1. Click on ID# **xxxxxxx** that indicates “Administrative Review: Response Pending”:



ID	Name	Date Created	Date Modified	Status
DC00021417	Update to CICILI BROWN's disclosures 2.22.2019	2/22/2019 10:15 AM	2/22/2019 10:16 AM	Administrative Review: Response Pending
DC00021416	Update to CICILI BROWN's disclosures 2.22.2019	2/22/2019 9:37 AM	2/22/2019 9:59 AM	Administrative Review

2. Within the disclosure, click the ‘History’ and/or ‘Reviewer Notes’ tab to see the questions/comments regarding your disclosure:



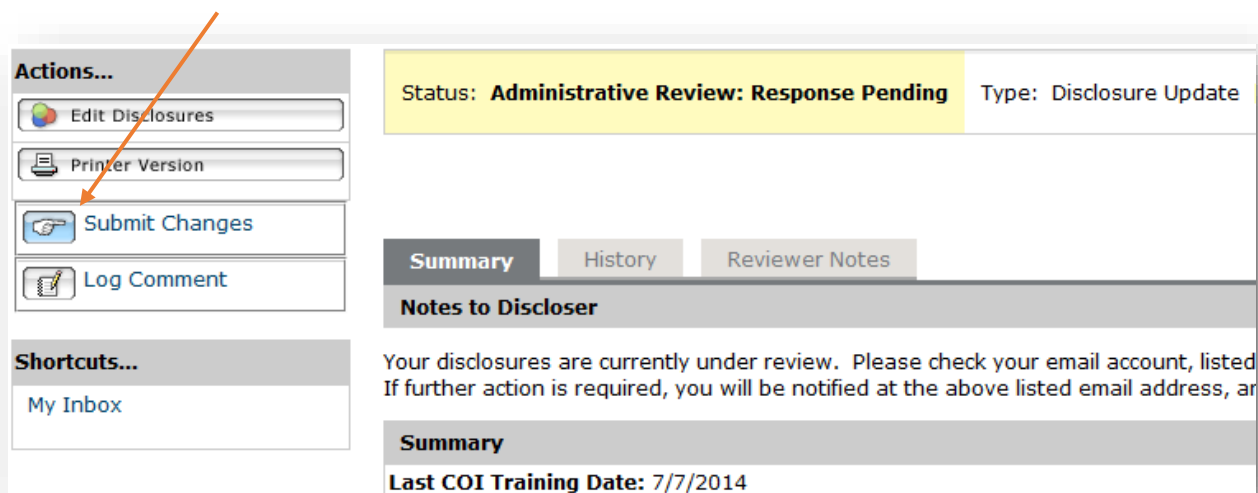
Status: **Administrative Review: Response Pending** Type: Disclosure Update | ID# DC00021419

Summary History Reviewer Notes

Notes to Discloser

3. Respond to the Reviewer Notes and edit the disclosure as necessary to address the questions/comments.

4. Click “Submit Changes”:



Actions...

- Edit Disclosures
- Printer Version
- Submit Changes**
- Log Comment

Shortcuts...

- My Inbox

Status: **Administrative Review: Response Pending** Type: Disclosure Update

Summary History Reviewer Notes

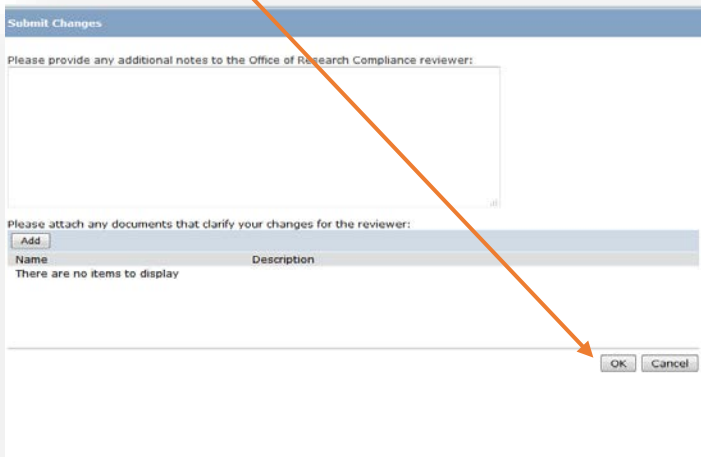
Notes to Discloser

Your disclosures are currently under review. Please check your email account, listed If further action is required, you will be notified at the above listed email address, ar

Summary

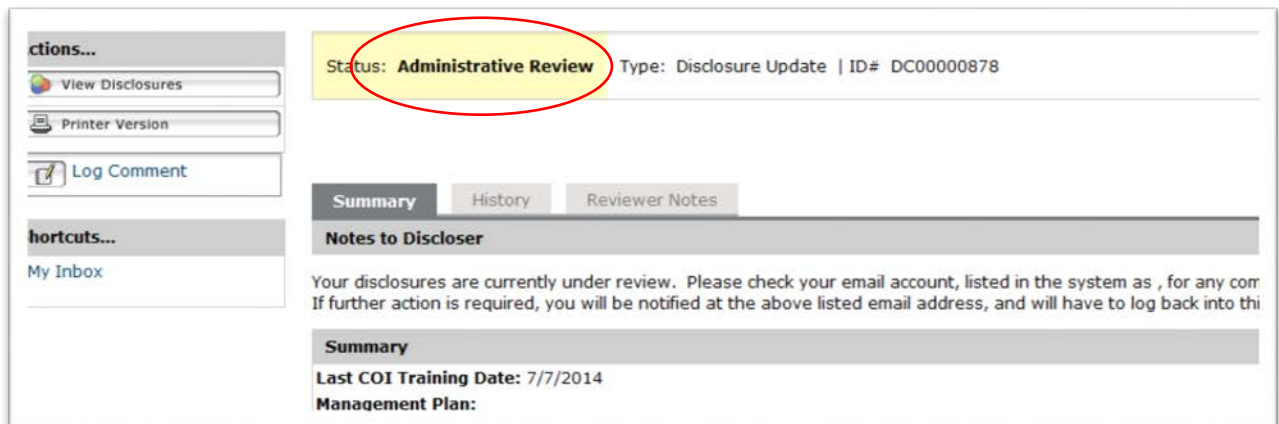
Last COI Training Date: 7/7/2014

5. Click "OK":



The screenshot shows a 'Submit Changes' dialog box. It contains a text area for additional notes, an 'Add' button, and a table for attachments. The table has columns for 'Name' and 'Description', and currently shows 'There are no items to display'. At the bottom right, there are 'OK' and 'Cancel' buttons. An orange arrow points from the text 'Click "OK":' to the 'OK' button.

6. The status "Administrative Review" will give RPC access to your account:



The screenshot shows a user dashboard. On the left, there are sections for 'Actions...' (View Disclosures, Printer Version, Log Comment) and 'Shortcuts...' (My Inbox). The main content area shows 'Status: Administrative Review' circled in red, with 'Type: Disclosure Update | ID# DC00000878'. Below this are tabs for 'Summary', 'History', and 'Reviewer Notes'. The 'Summary' tab is active, showing 'Notes to Discloser' and a message: 'Your disclosures are currently under review. Please check your email account, listed in the system as , for any com. If further action is required, you will be notified at the above listed email address, and will have to log back into thi'. Below the message is another 'Summary' section with 'Last COI Training Date: 7/7/2014' and 'Management Plan:'.