How to respond to requested changes

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

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

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

4. Click “Submit Changes”: 
5. Click “OK”:

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