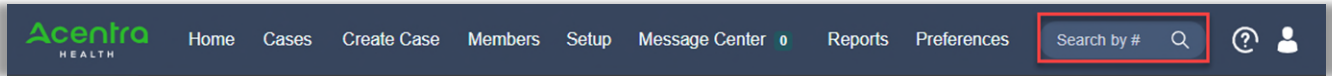


Initiate the process of attaching additional documentation, making revisions, and reconsiderations by utilizing the action function within the case. Follow the instructions below to begin creating these actions.

1 Search for Case ID

Enter the **Case ID** into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.



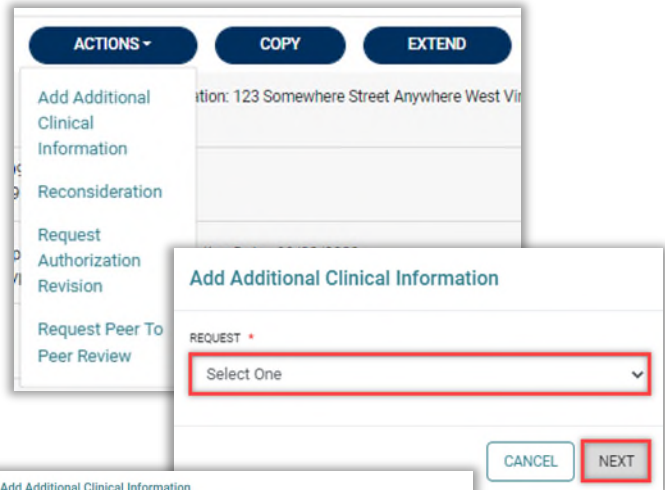
2 Action Button

Once on the request page, click **Actions** located at the top.



3 Selecting an Action

Expand actions to view and choose from available options in the dropdown. Select the **appropriate option**.



4 Complete Information

In a new box, choose the request number from the dropdown and click **next**. To submit the action, attach a note or document, select the document type and click **Submit**.

