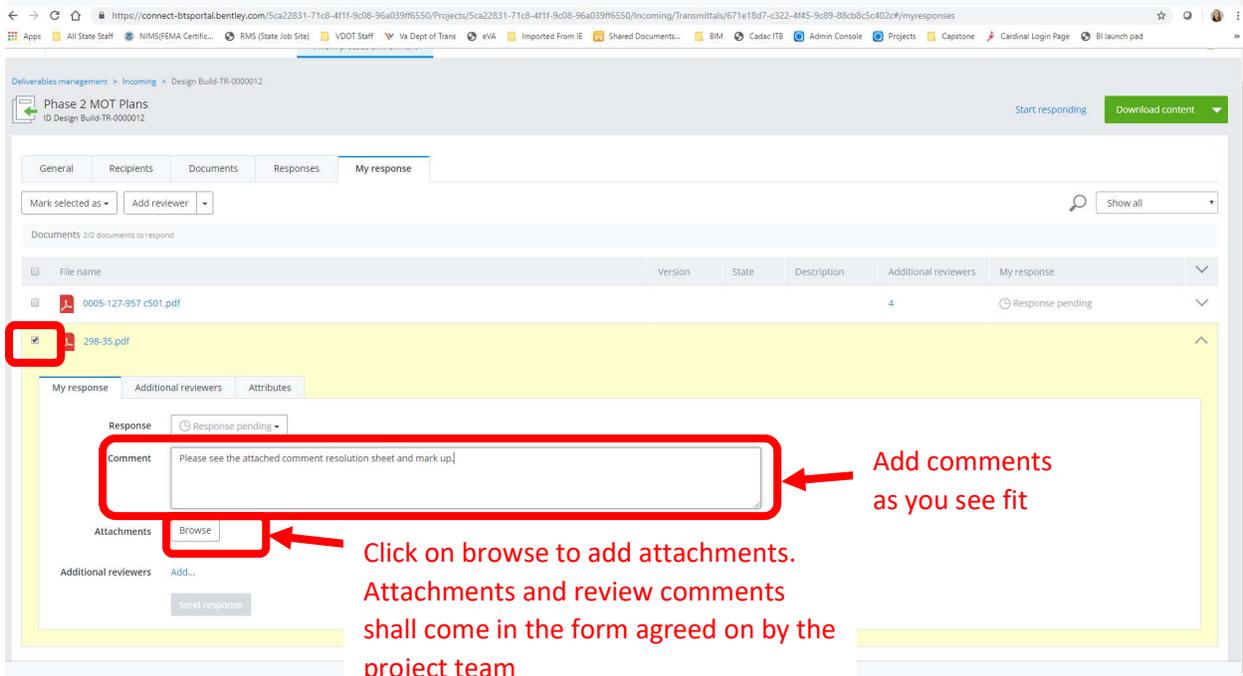
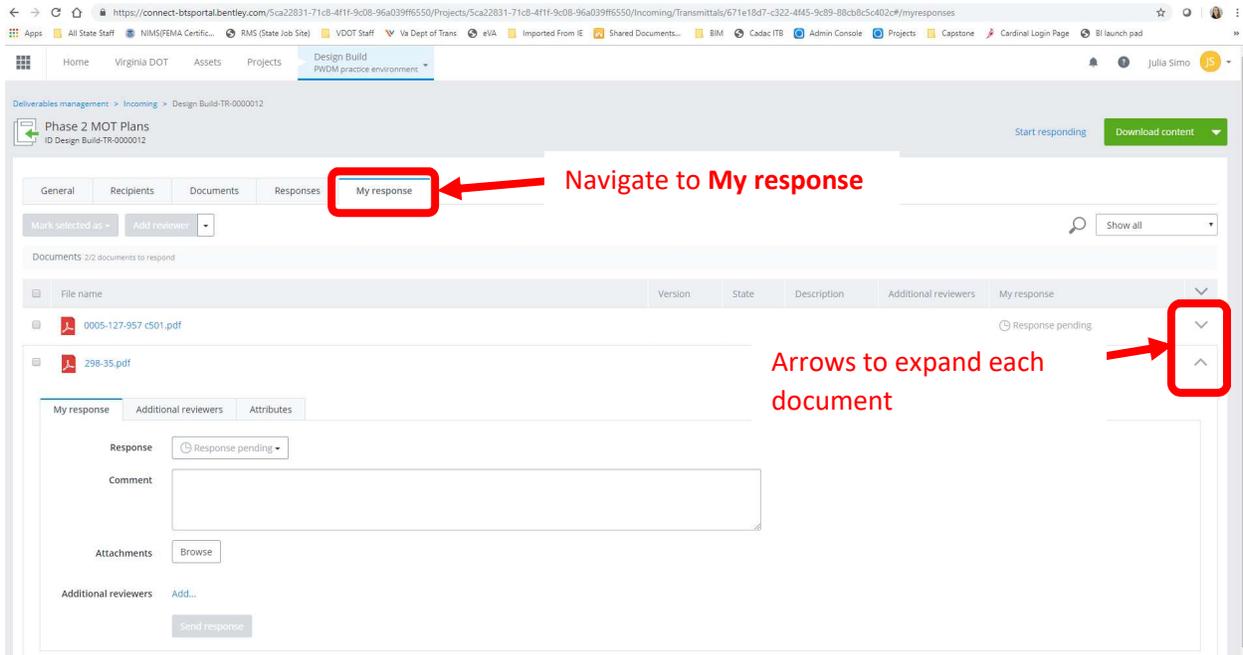
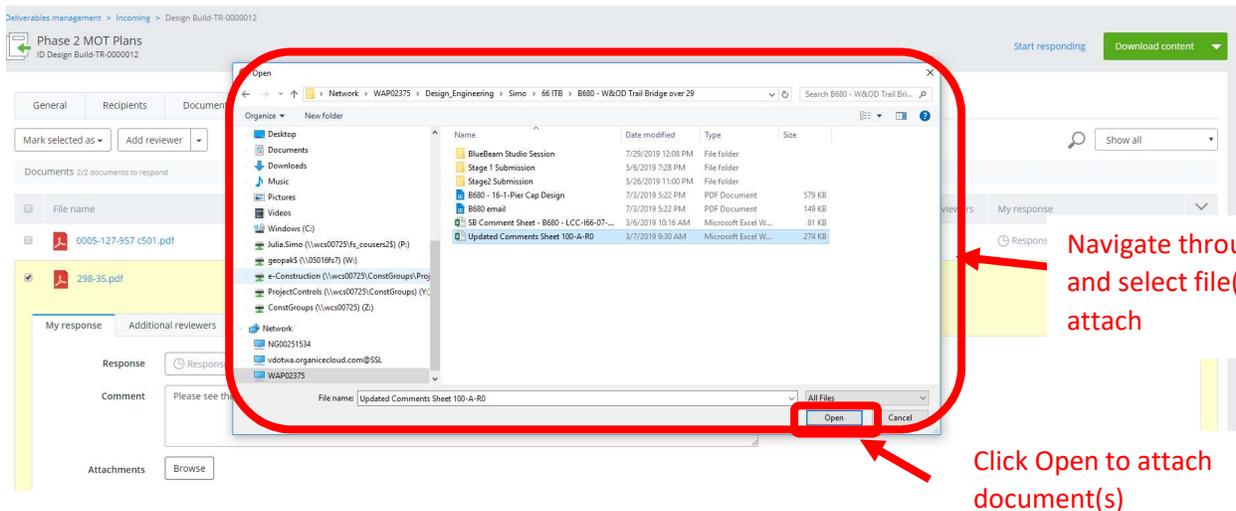


Responding to a Submittal

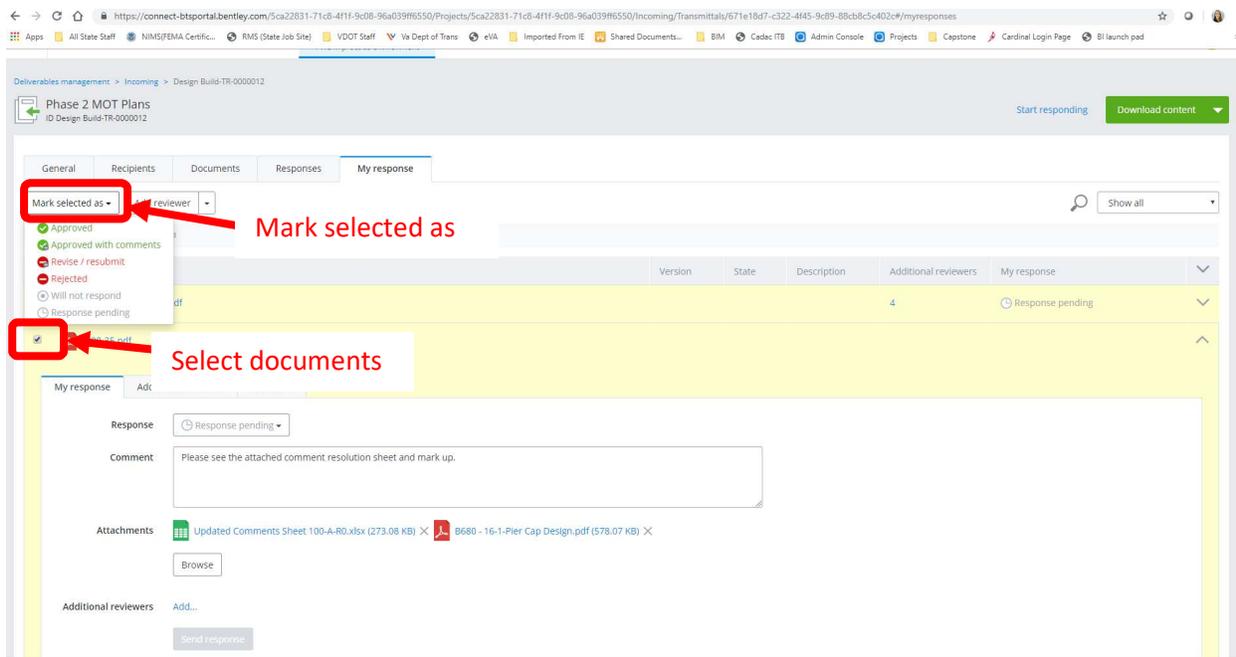
Navigate to the My response tab and use the arrows to create comments and add attachments to each submitted document as shown below:



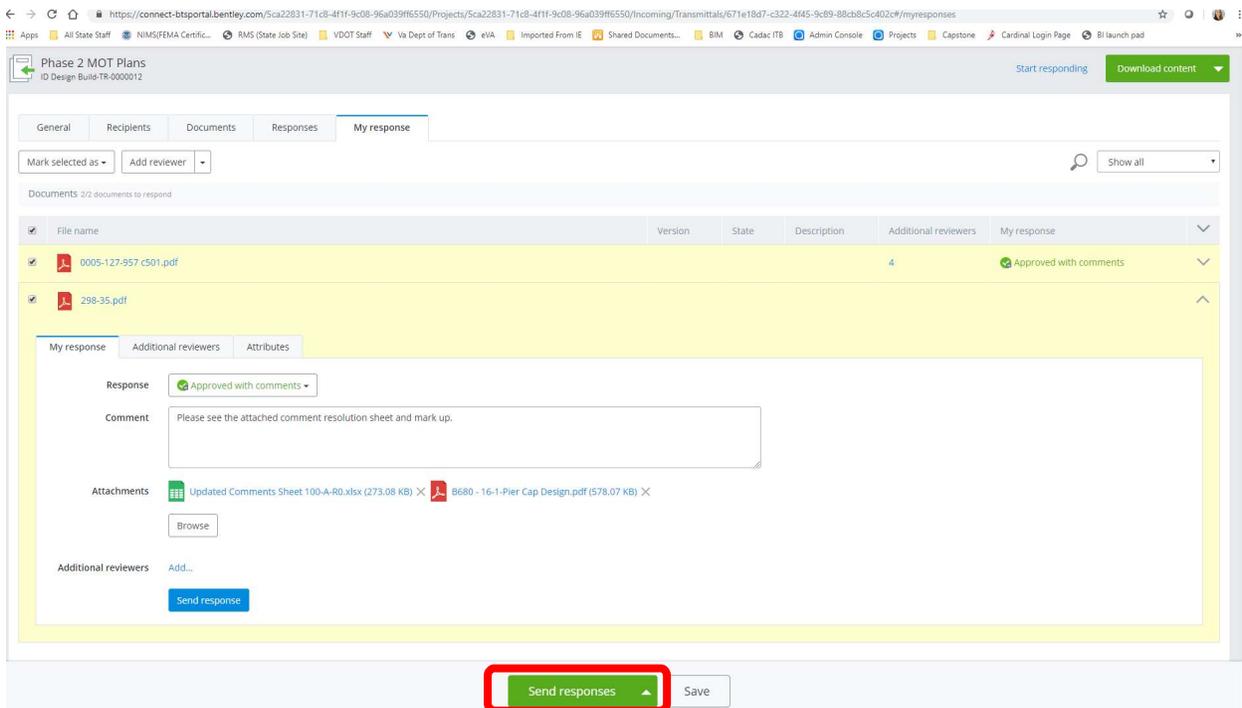
Responding to a Submittal



Finally, if responding to entire submittal **select all documents** and click on **Mark selected as** to pick your final response and **Send Responses**:



Responding to a Submittal



To view the submittal history, a response report or all the responses click on the following:

