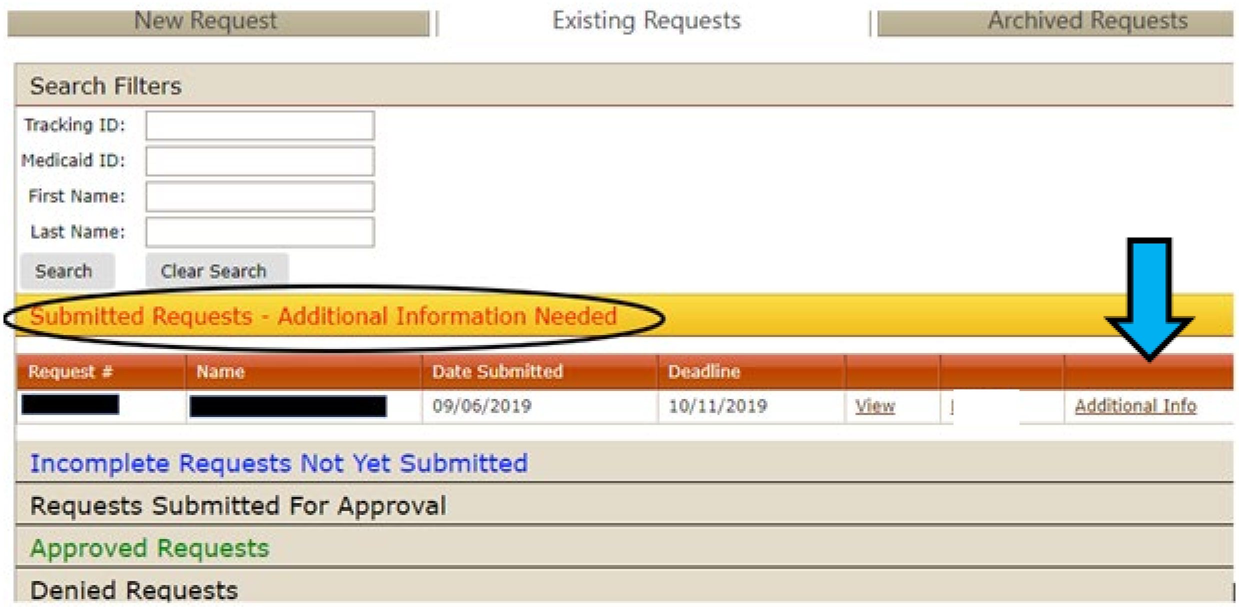
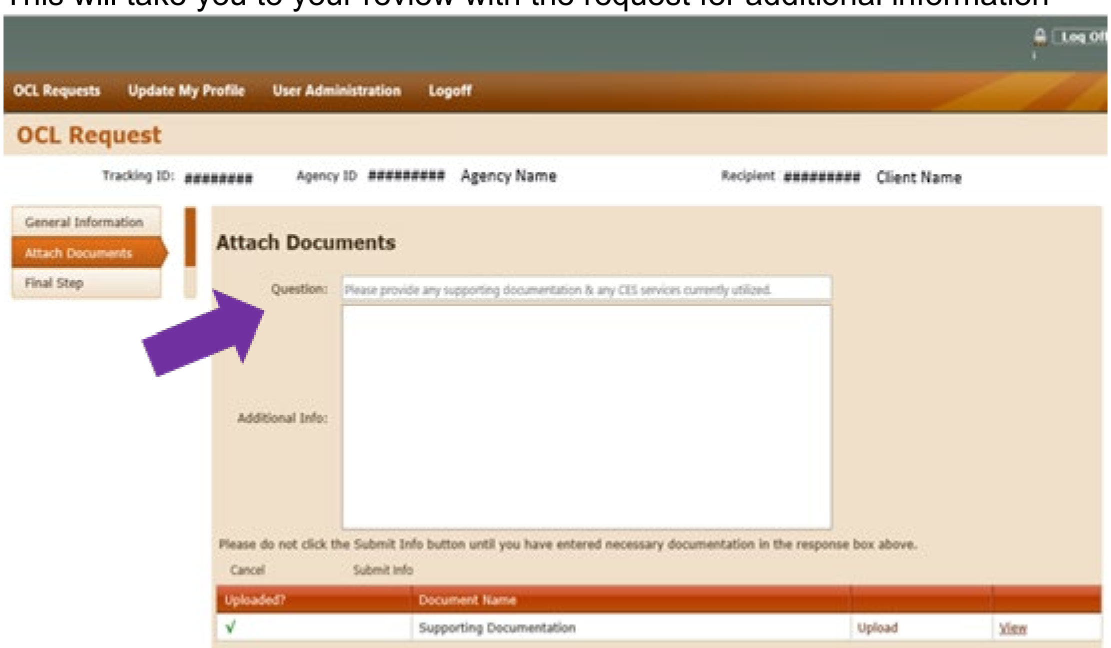
How to Respond to Additional Information Requests

Please log into eQSuite®. Click on the Existing Requests Tab. You will then click on the Submitted Requests-Additional Information Needed Tab. You will locate your request and click the additional information info link.

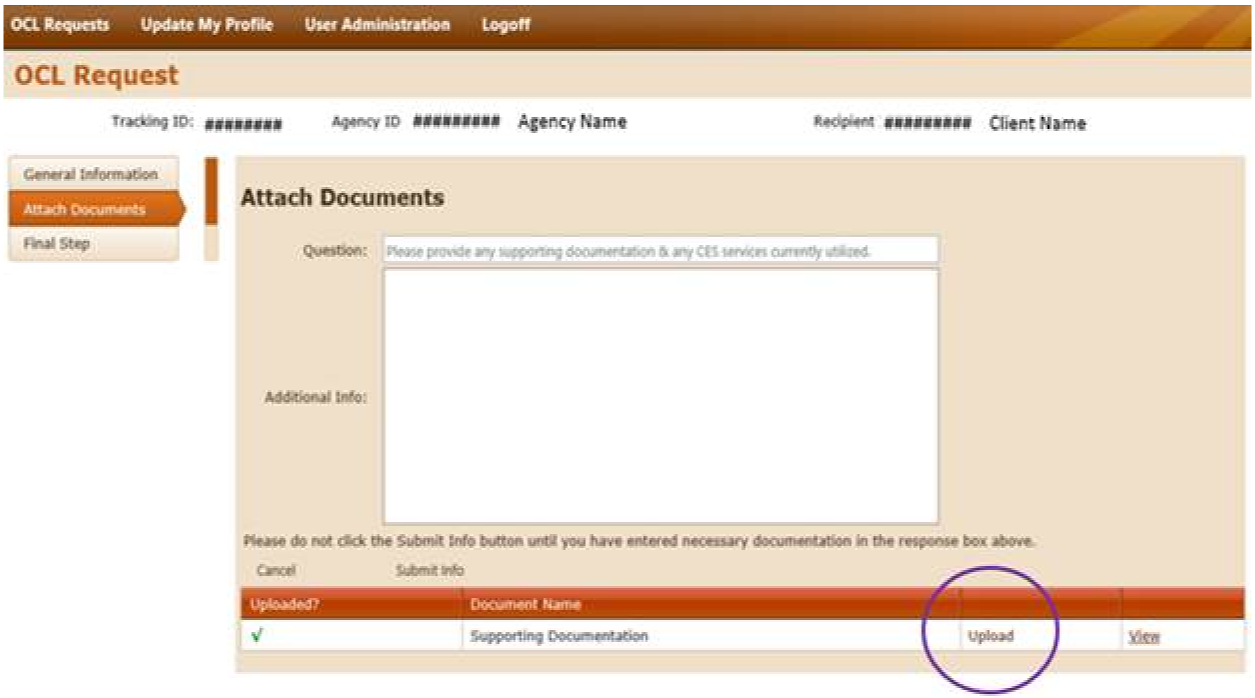


This will take you to your review with the request for additional information



You will respond in the additional information text box below the request.

If you have documentation to add, click upload at the bottom of the screen:



Once completed you will be prompted to sign and submit your review.