



## **Submitting a Report**

*Any upcoming report will be displayed on the Portfolio Page along with the due date.*

1. Select the Diagnostic Document name you wish to submit to be taken to the component details page.
2. Select the icon in the Components section to attach a component. Check the box to attach a diagnostic, assurance, or plan and then select **Save Selection**.
3. Review or edit the component that was saved by selecting it in the Components column of the Report Table. A checkmark will appear in the Complete column if all questions in the component have a response.
4. Submit the report by selecting **Submit** at the bottom of the page and confirming submission in the pop-up window.
5. View a PDF of the complete document at any time during the process by selecting **View PDF**. The PDF will have a DRAFT watermark until it is submitted.
  - Once the report is submitted, it can be reopened by the approved users to make changes and resubmit. To reopen the report, select **Reopen**.
  - Comments can be provided (and may be required) any time a report is reopened. Select **View Comments** to review the comment log and history of report submission dates.
  - The report is archived each time it is submitted. Open any archived document to view a previously submitted version.