

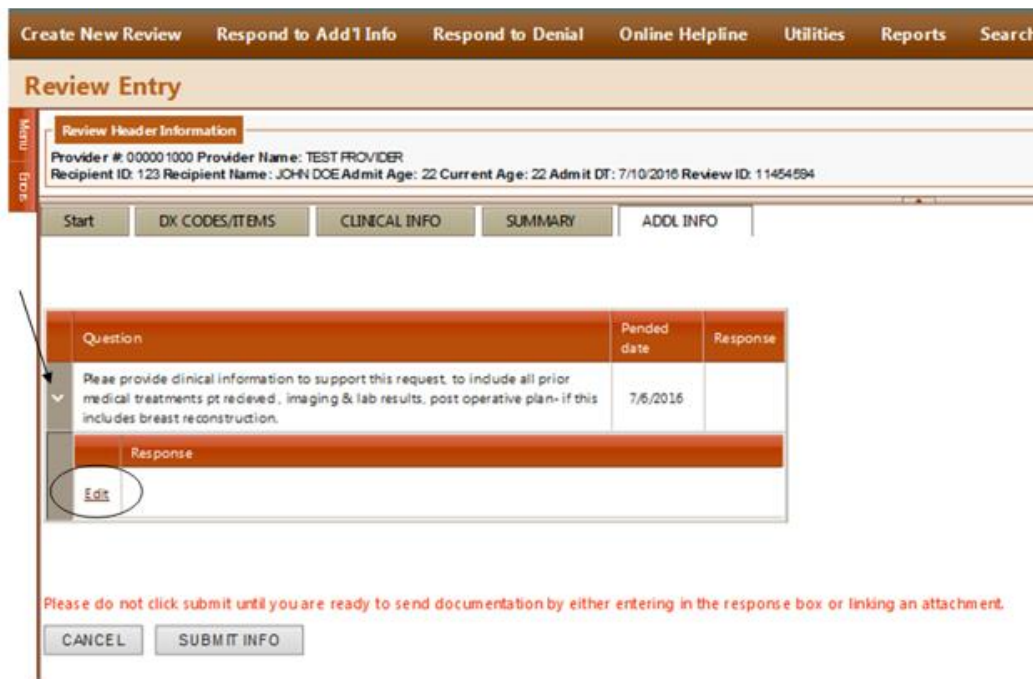
**Purpose:** This guide serves as a tool on how to respond to a pending review in eQSuite®.

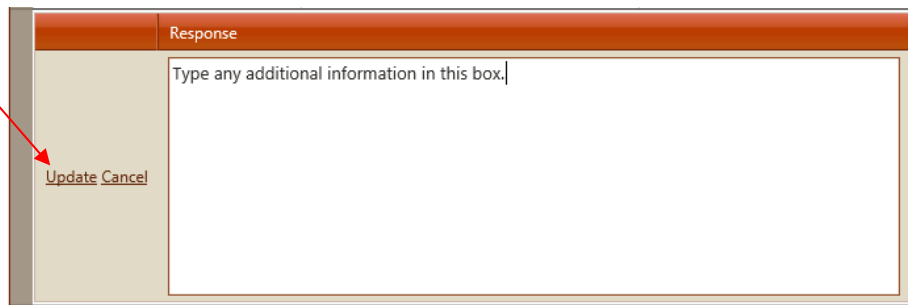
When you log into eQSuite® click on the **“Respond to Add'l Info”** Tab.

Find the review ID and click **“open”**



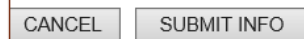
You will see the requested information in the **“Question Box”** click on the arrow and then click **“Edit”** to respond.





The screenshot shows a web form titled "Response". It features a large text input area with the placeholder text "Type any additional information in this box.". To the left of the text area, there is a link labeled "Update Cancel" with a red arrow pointing to it.

Please do not click submit until you are ready to send documentation by either entering in the response box or linking an attachment.



CANCEL SUBMIT INFO

Once you have responded to the request, you will click on **“Update”** then **“Submit Info”**.

Once you click **‘Submit Info’** you will be prompted to **“Link Attachments”**.