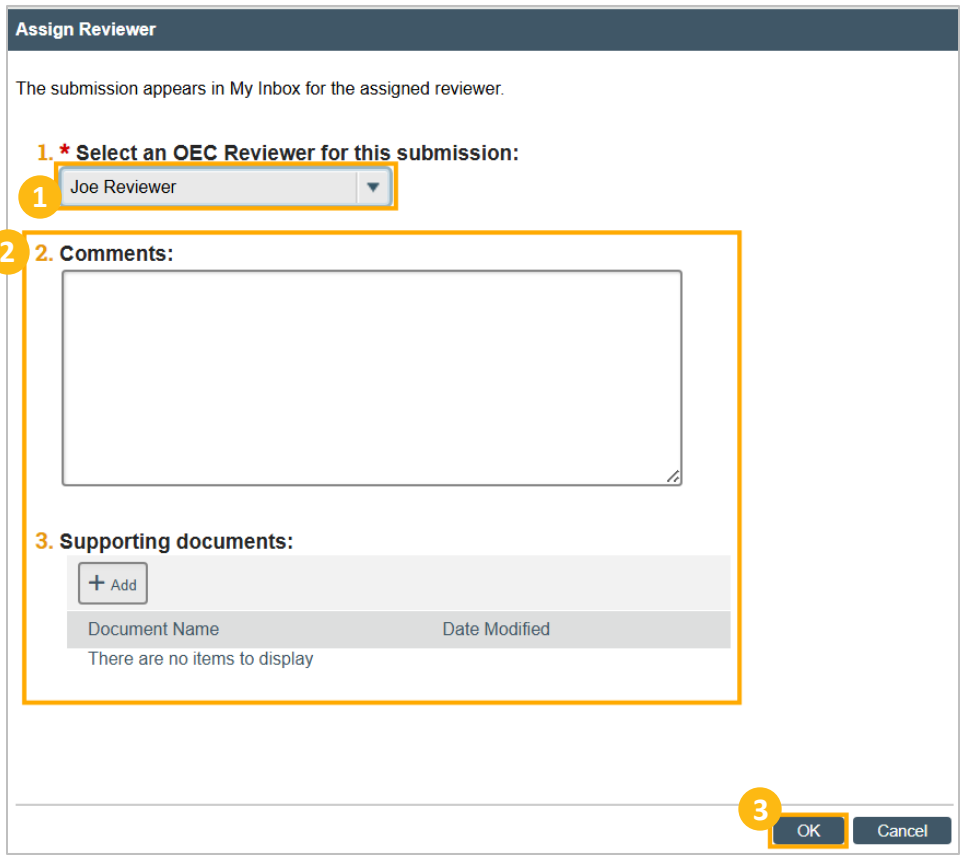
Assign a Reviewer

To prepare for Export Control review, you will assign a reviewer to the submission. This guide shows you how to do that through the Assign Reviewer activity.

1. **To assign a reviewer, open the submission you would like to assign a reviewer for, and click on the Assign Reviewer activity on the submission workspace.**



2. **Click on the drop-down menu to select a reviewer for the submission. Add any comments and/or supporting documents and click OK.**



The History section will update with the Reviewer Assign activity, the reviewer will receive a notification, and the submission will appear in their inbox.

