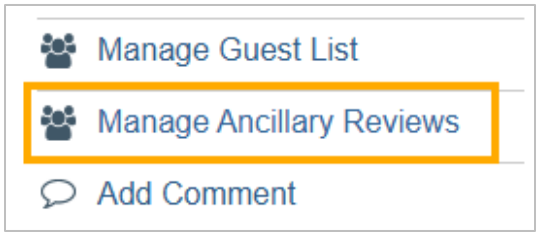
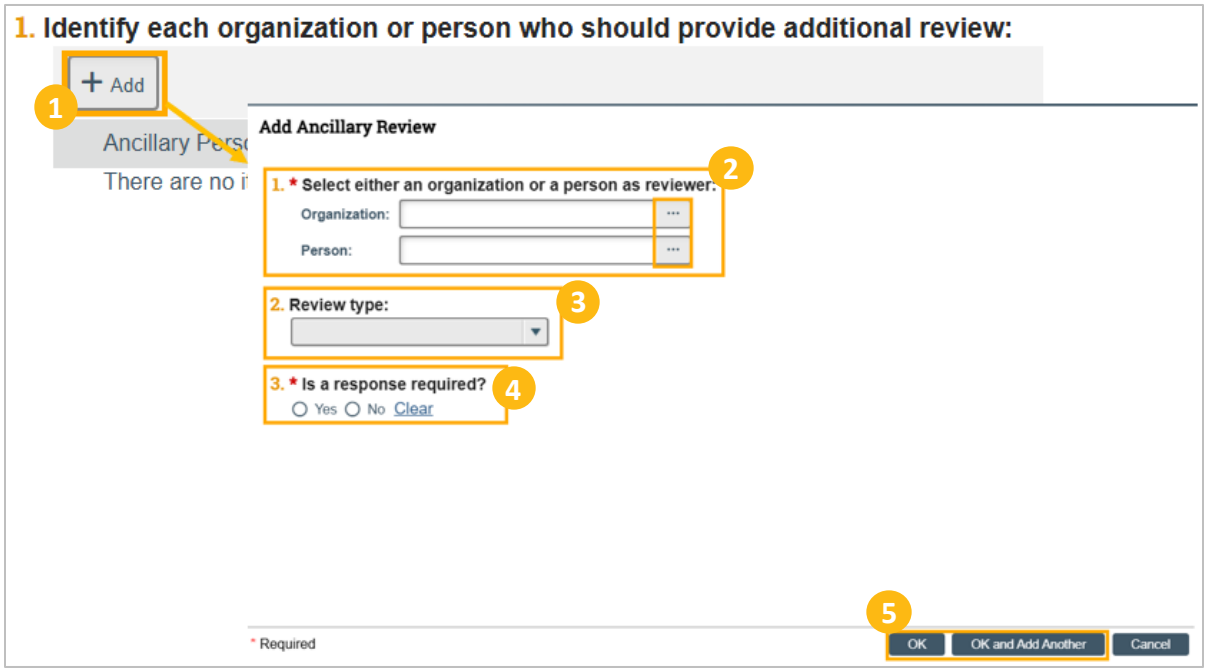
Manage Ancillary Reviews

This guide shows you how to manage ancillary reviews. If an additional review is needed, you can do this by assigning an ancillary reviewer. Ancillary reviews allow individuals, departments, and other organizations to give feedback on the submission in parallel with the Export Control review.
Note: if there are outstanding ancillary reviews, the Export Control Review cannot be submitted for review.

1. **Open the submission you would like to manage ancillary reviews for. Select Manage Ancillary Reviews activity from the submission workspace.**



2. **Click Add to identify each organization or person who should provide an additional review. Select either an organization or a person as a reviewer by clicking on the three dots, selecting the review type (optional), and clicking Yes or No for "Is a response required?" When you're done, click OK or OK and Add Another. Then click OK to finish adding your ancillary reviewer.**



The History section on the submission workspace will update, and the assigned ancillary reviewer will be notified.

