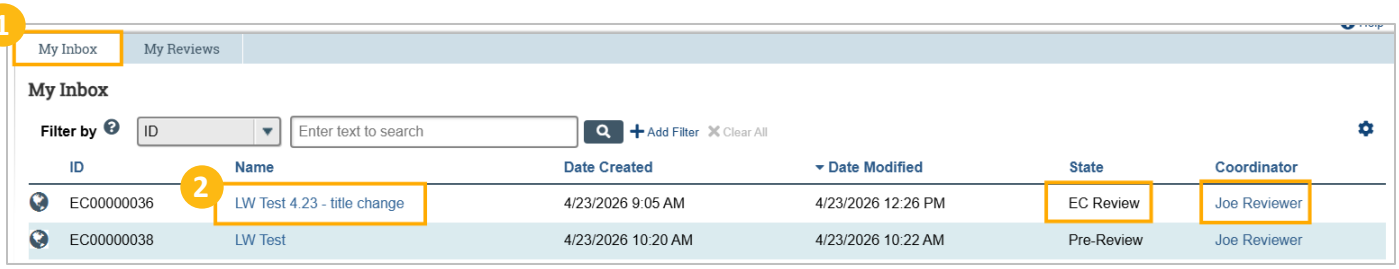
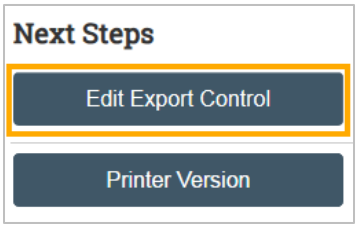
This guide shows you how request clarification for an Export Control request. At any point during the pre-review, you can request clarification or changes about the request.

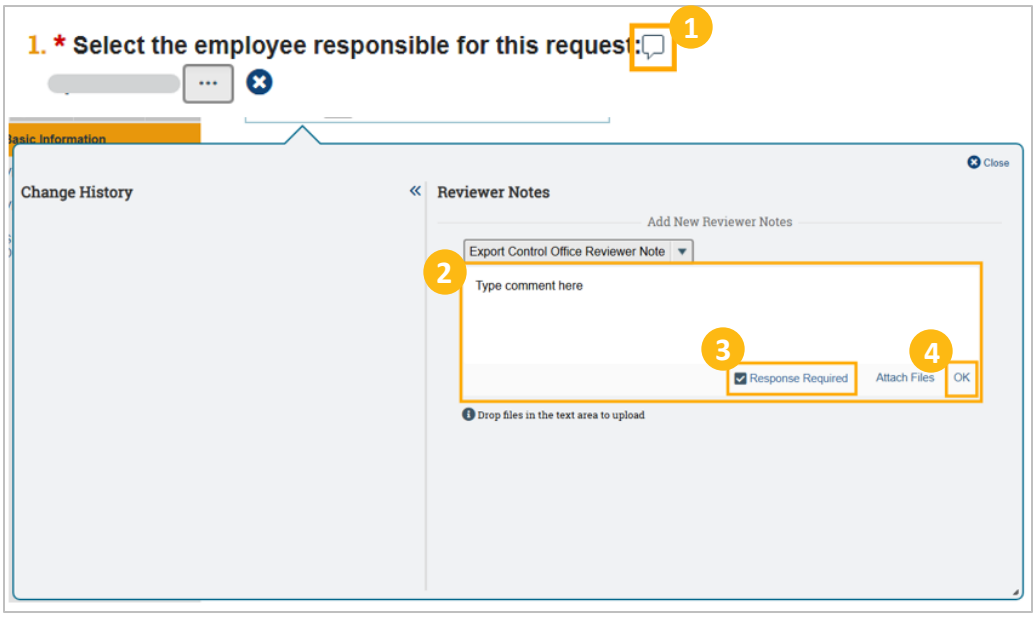
1. **From your Inbox, click on the name of the request to open it.**



2. **Click the Edit Export Control button on the left-hand side to review the Export Control request.**



3. **To add a note for the responsible party, click the speech bubble icon next to the question you'd like to leave a comment on, and type your note. If a response is required, click the Response Required check box. When you're done, click OK.**



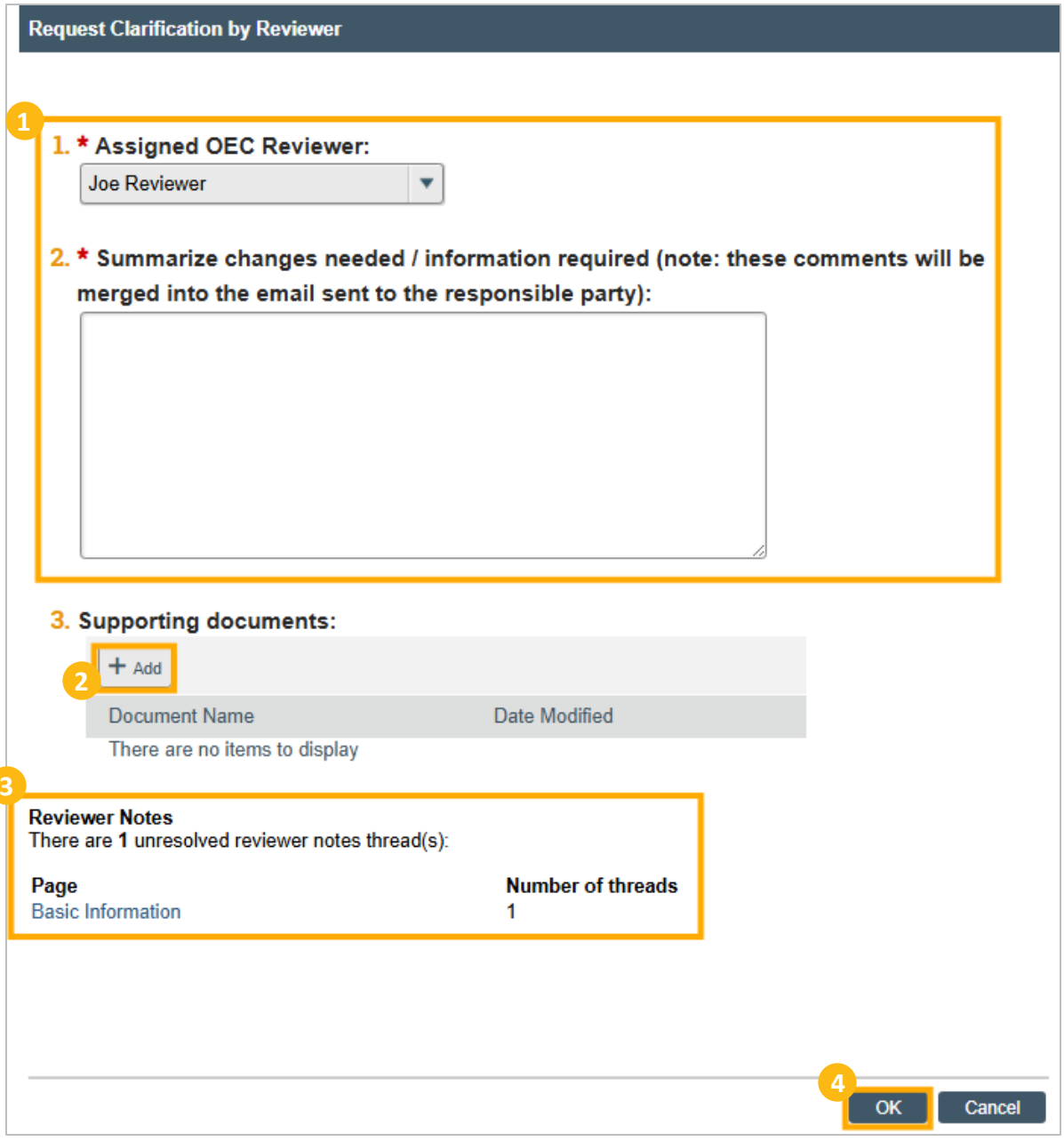
4. **Click Continue to move to the next page, and if you have finished your review, click Save and Exit.**



5. **Click the Request Clarification button to return the submission to the responsible party for response.**



6. **Fill out the Request Clarification form, summarizing the changes needed/information required. Add any necessary supporting documents. Note: the comment you previously entered will appear on the form. When complete, click OK.**



The request has now moved into the Clarification Requested state.