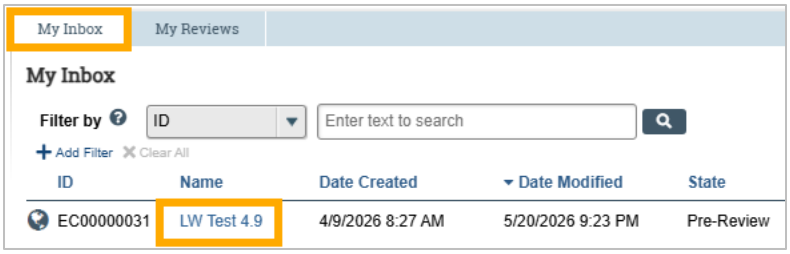
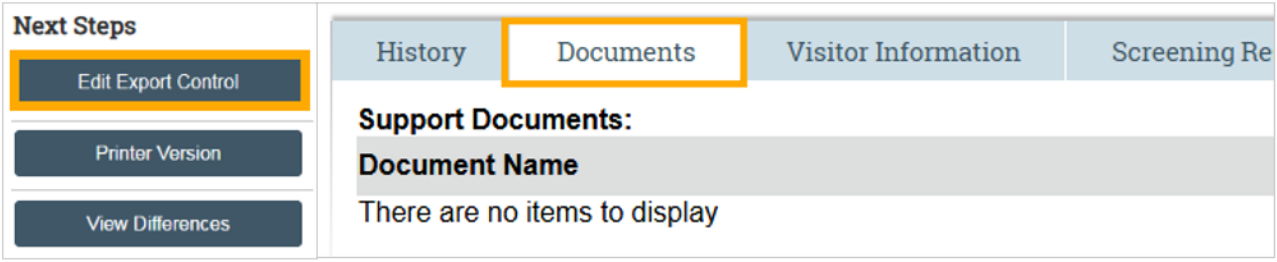
Review a Request

This guide demonstrates the process of reviewing an Export Control request and submitting a review.

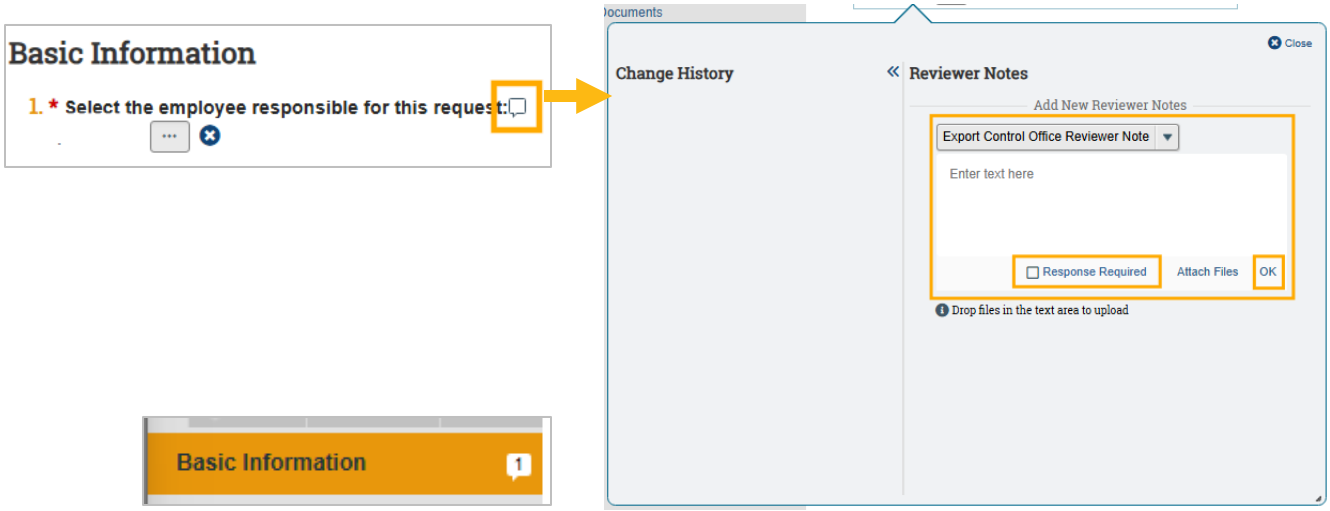
1. **The request you have been assigned to review will appear in your inbox. Click on the name of the request to open it.**



2. **To review the request, click Edit Export Control to view the smartforms and any associated documents. You can also access all study documents from the Documents tab on the study workspace.**



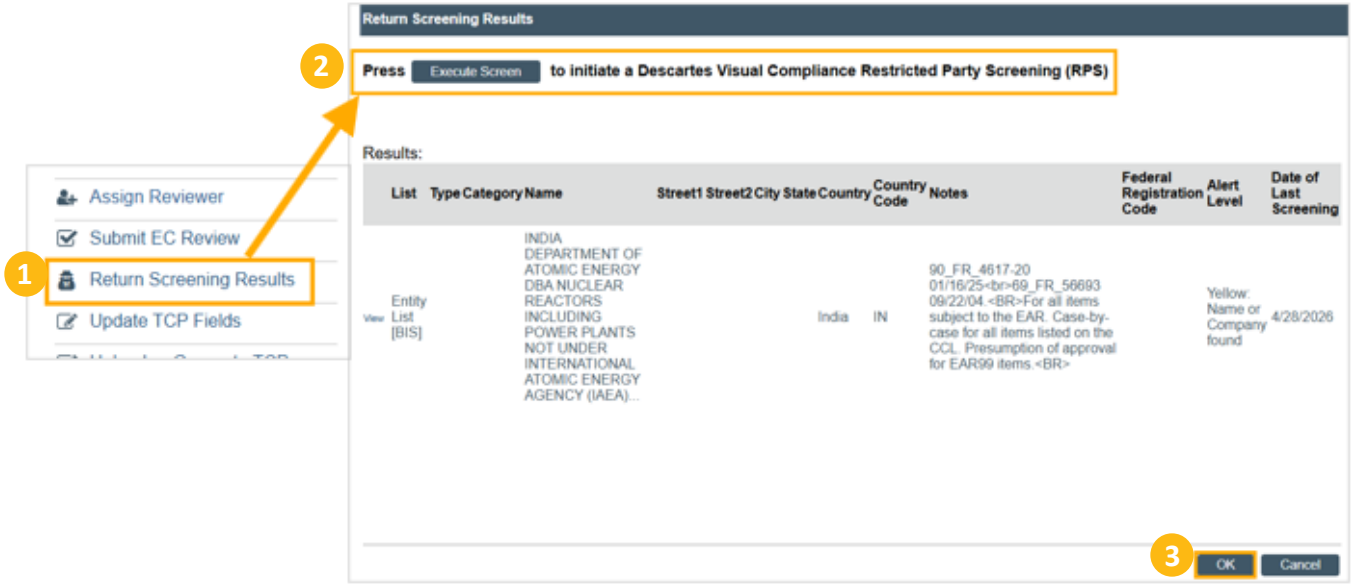
3. **Carefully review each page of the smartform. To add a comment, click on the speech bubble next to the question. Write your note, and check the Response Required box if a response is required. Add any necessary file(s) and click OK. A note icon will appear by the page you left a comment on.**



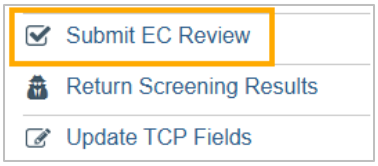
4. **When you are done reviewing the smartform, click Save, and then Exit.**



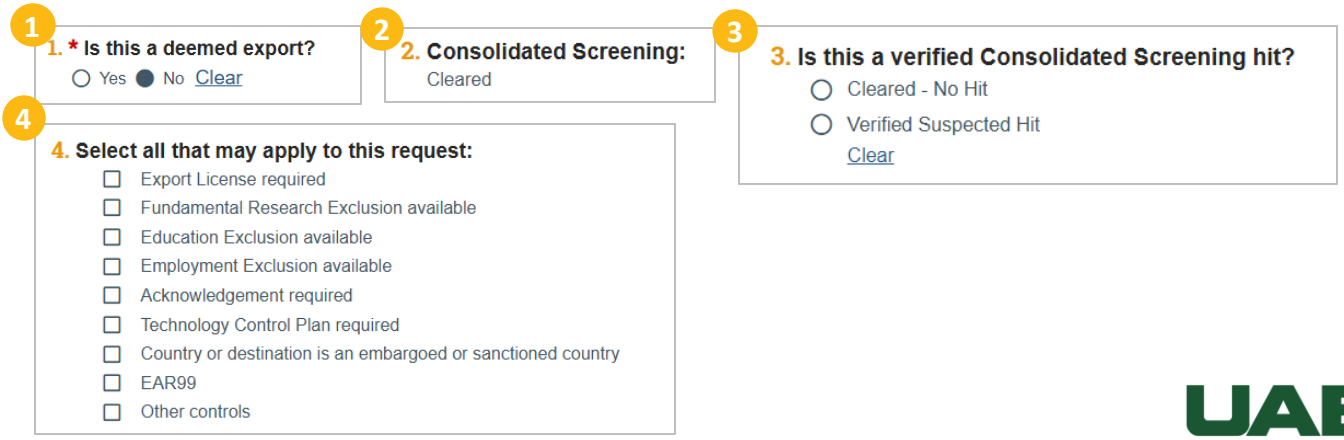
5. For these types of requests: International Guest, Shipment, Visa, and TCP– you must conduct a Visual Compliance Screening. To do this, click the Return Screening Results activity and then the Execute Screen button to screen the export control request. Take note of the results listed on the screen and click OK, note: the results may be "No Results".



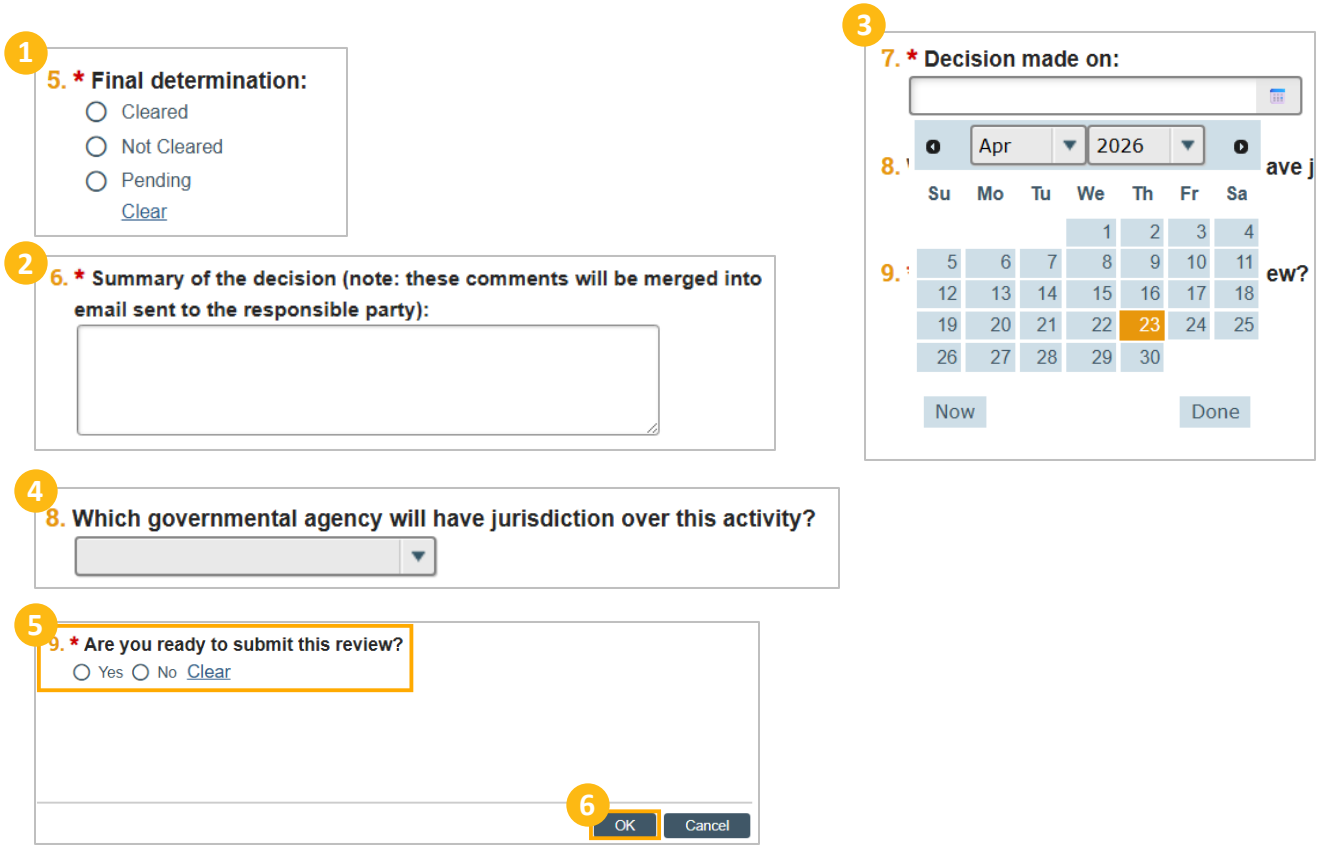
6. When you have completed your review and your review is ready to be submitted, click on the Submit EC Review activity. Note: when submitting the EC Review form, you will record the final determination for the request. If there are outstanding ancillary reviews, you will not be able to submit the EC Review.



7. Select Yes or No for the question, "Is this a deemed export?" Note: the selection will be carried over from what was chosen when the pre-review was submitted.
8. For question 2, it will state the consolidated screening result (Note: not all types of submissions will need to undergo Consolidated Screening, so this question may not appear). Cleared indicates that all required restricted party screening checks have been completed and no confirmed matches to the U.S. government's Consolidated Screening List remain for the parties involved.
9. In question 3, select if this is a verified Consolidated Screening hit (this question may not appear if the submission did not need to undergo Consolidated Screening). Note: If a verified Consolidated Screening hit is identified, the export control request cannot be approved or allowed to proceed normally. Additional export control action is required before the activity may continue.
10. Select any controls that may apply to this request. Note: the selection will be carried over from the pre-review.



11. Select your final determination.
12. Add the summary of the decision.
13. Select the date the decision was made.
14. Click the dropdown arrow to select the government agency that will have jurisdiction over this activity (if any).
15. When you are ready to submit your review, select Yes. Select No if edits still need to be made. Click OK.



After submitting your review, the status will change depending on the final determination you chose:

- Cleared – the submission transitions to Approved.
- Not Cleared – the submission transitions to Complete.
- Pending – the submission transitions to Review Complete.

