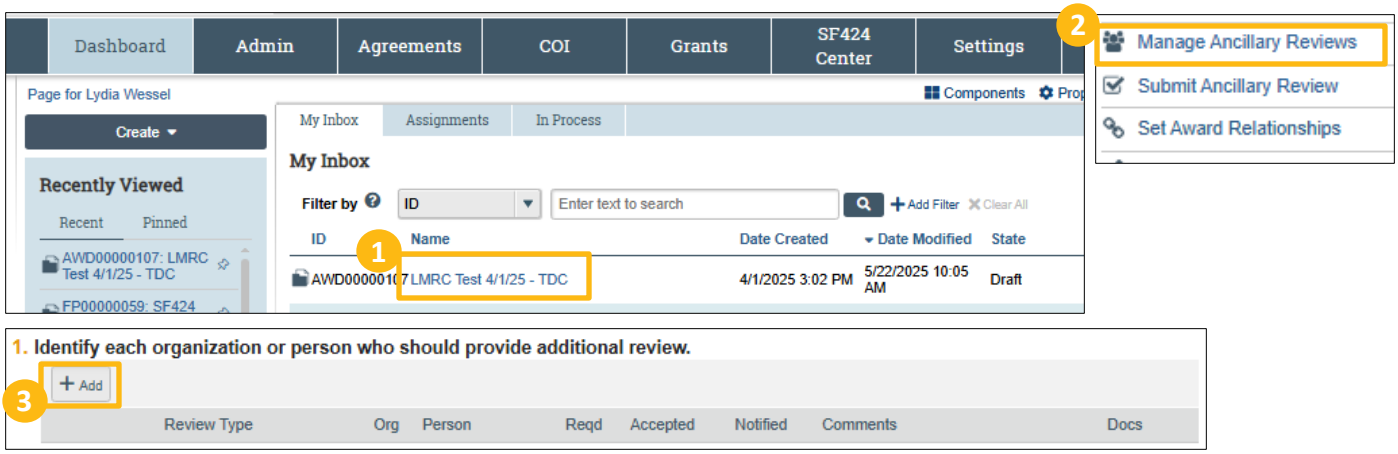
Ancillary Review for Office of Counsel (OOC)

1. To add an ancillary review for OOC, begin by opening the submission by clicking on the name of the item in your inbox for which you want to add an ancillary review. To manage ancillary reviews, select Manage Ancillary Reviews from the left navigator, then click Add.



2. In the Organization box, click on the ellipses and select Office of Counsel as the organization to add OCC as the reviewer, then click OK. Click the review drop down and select the appropriate ancillary review type, then select Yes or No to indicate if a response is required. Add any necessary comments or supporting documents and click OK to return to the workspace. OCC will receive an email notification, and the submission will appear in their inbox.

