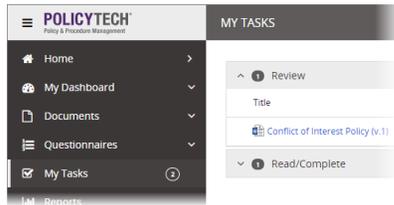
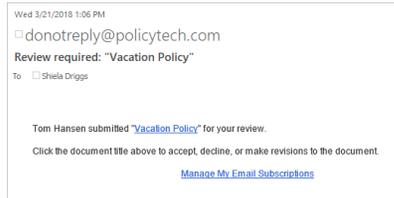


## Access a Document

You can access the document in two ways:

- In your email application, open the **Review required** message and click the link. You received this email because you were assigned as a reviewer.
- In PolicyTech, click **My Tasks** and find the document under **Review**. You have this task because you were assigned as a reviewer.



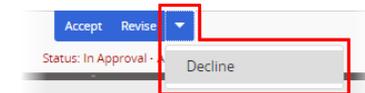
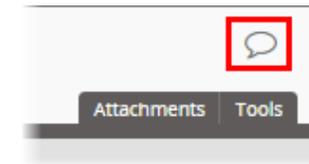
If the document is currently checked out, you can select **Notify me by email when the document is no longer checked out**. Or, you can simply click **OK** to continue viewing the document in read-only mode.



## Review a Document

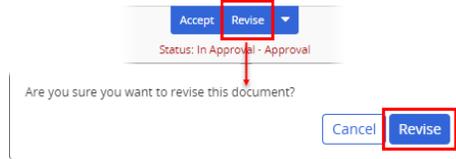
You can choose one of several responses:

- **Accept.** Accept the document as accurate and complete, thus indicating the document is ready to move to approval.
- **Discuss.** To possibly avoid restarting the review and approval process, first consider starting a discussion to resolve issues.
- **Revise.** Directly edit the document content, which sends the document back to its owner when all reviewers have finished. (See the "Revise a Document" section on the next page for detailed instructions.)
- **Decline.** When you decline a document, provide a reason.

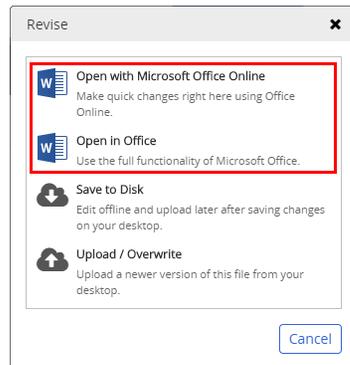


## Revise a Document

1. **Revise.** To directly edit the document content, click **Revise** and click **Revise** again to confirm.

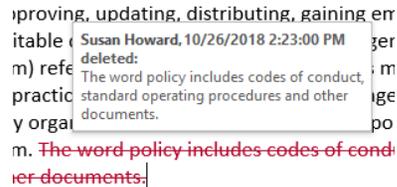


2. If you have desktop Word, click **Open in Office** so you can see tracked changes you and other reviewers have made.



Otherwise, click **Open with Microsoft Office Online**. Your changes will still be tracked—you just won't see redlining and other change notations in the text.

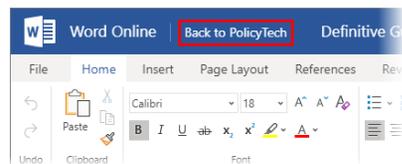
3. If you can see tracked changes, place your cursor over a change to see who made it and when.



4. Do one of the following:

If you're working in desktop Word, save the revised document and close Word.

If you're working in Word Online, click **Back to PolicyTech**.



4. Click **Done Revising**, explain your revisions, click **Save** and **OK**.

