## 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.

If other reviewers have already reviewed the document and made revisions, you will see each reviewer's changes in different color text. Place your cursor over a change to see who made it and when.
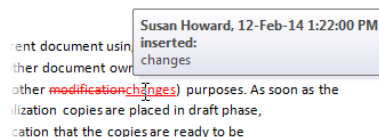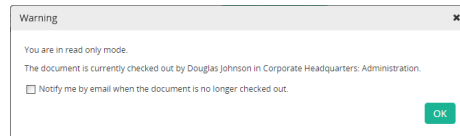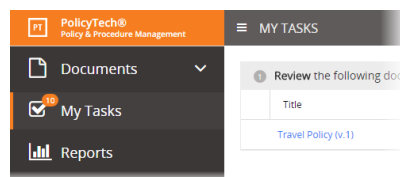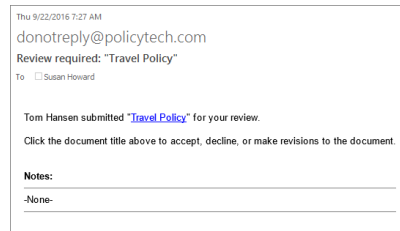
Review a Document

You can choose one of several responses:

1. **Accept.** Accept the document as accurate and complete, thus indicating the document is ready to move to approval.

2. **Discuss.** To possibly avoid restarting the review and approval process, first consider starting a discussion to resolve issues.

3. **Revise.** Give some suggestions on content or writing style. **Track Changes** is on, so all edits are tracked.

   Upon completing your revision, click **Done Revising** and, optionally, add a comment.

4. **Decline.** When you decline a document, provide a reason.