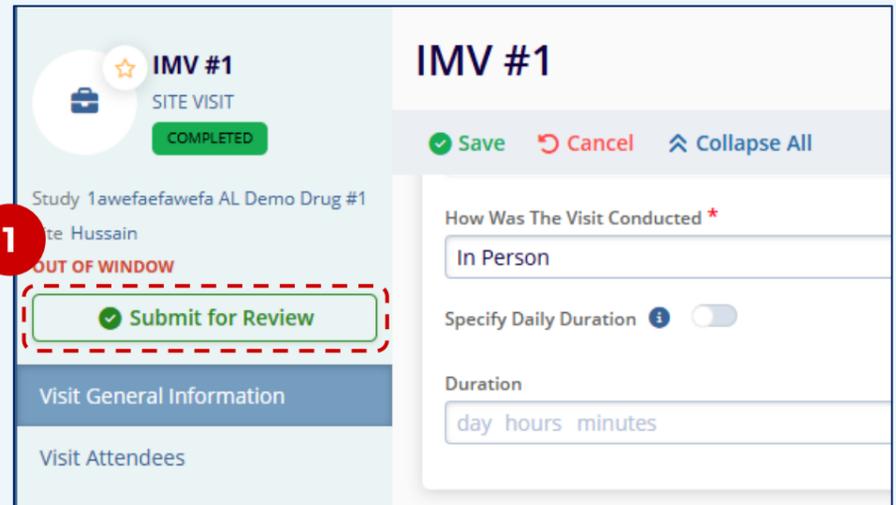


## APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

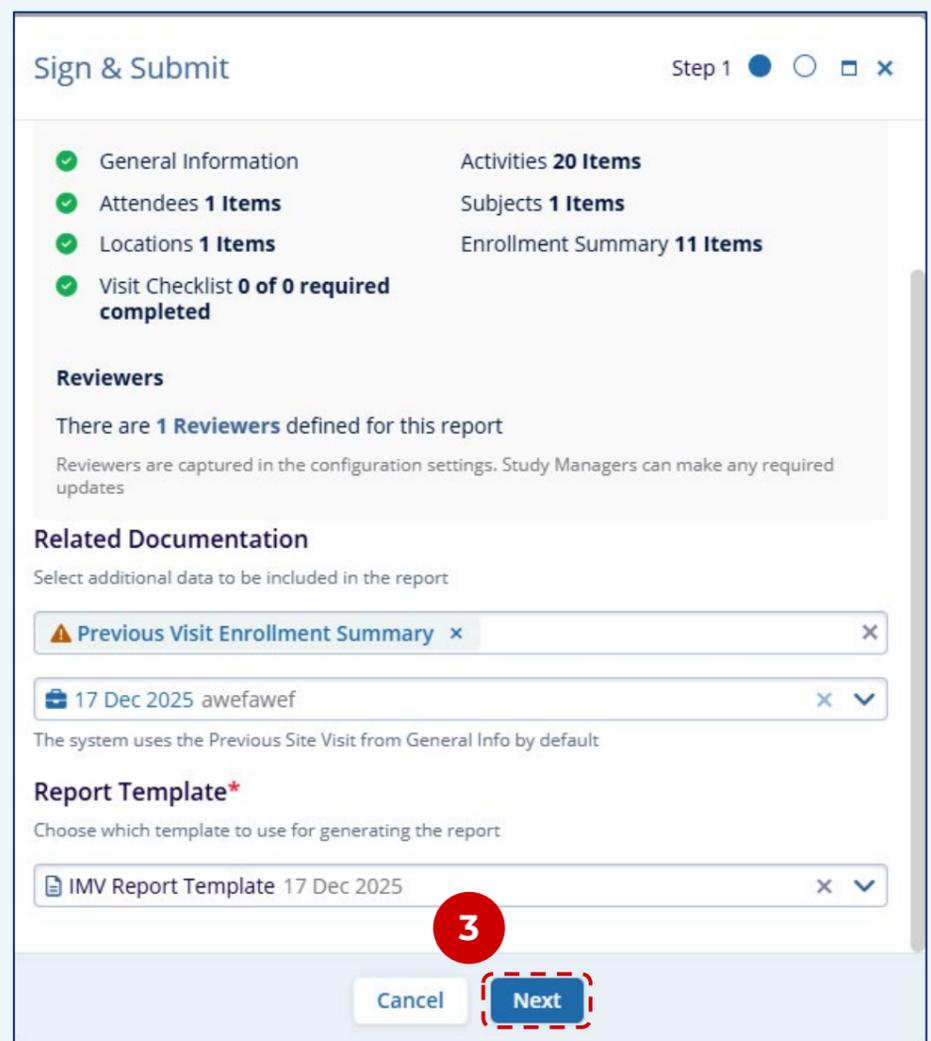
**Note:** This assumes that the user has already marked the site visit as complete and generated a preview report to ensure that all contents are displaying properly. For additional information on these steps, please see the related job aids and videos. Only the site visit owner can submit the report for review.

**1** Open the Site Visit and press the **Submit for Review** button located at the top-left of the screen, above the navigation links.



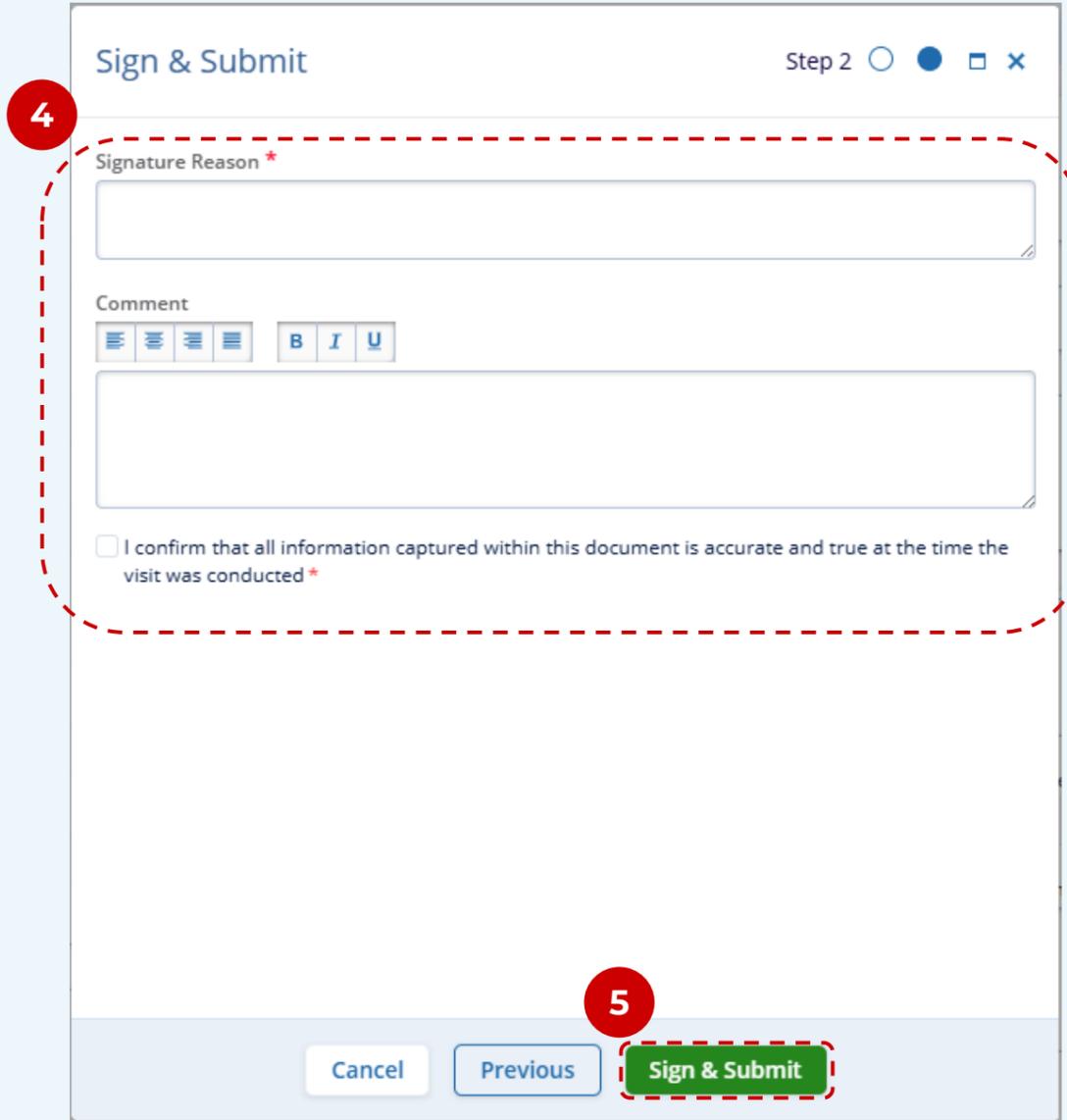
**2** The **Sign & Submit** window will open.

- Verify that at least 1 **Reviewer** has been assigned.
- Indicate if any **Related Documentation** should be included in the report, selections made during the generation of the report preview should carry over.
- Confirm that the **Report Template** shown is the correct selection.



**3** Press the **Next** button to continue.

- 4 Provide a reason for signing the document, enter any required comments, and indicate your confirmation that all the information contained in the report are true and accurate.



- 5 Press **Sign & Submit**. You will be required to provide your login and password in order to prove your identity.