How to respond to a Pended review request

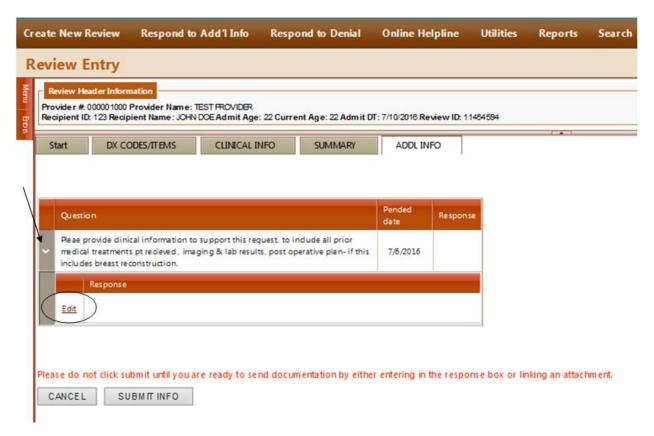When you log into eQsuite

➢ Click on **Respond to Additional Info**

➢ Click **Open**

You will see the requested information in the **"Question Box"** to respond

➢ Click on the **Arrow** and the screen will drop down

➢ Click on **Edit** to respond

Once you have responded to the request, you will click on **"Update"** then **"Submit Info".**

If Additional documents need to be attached you will be prompted to **"Link Attachments"**