
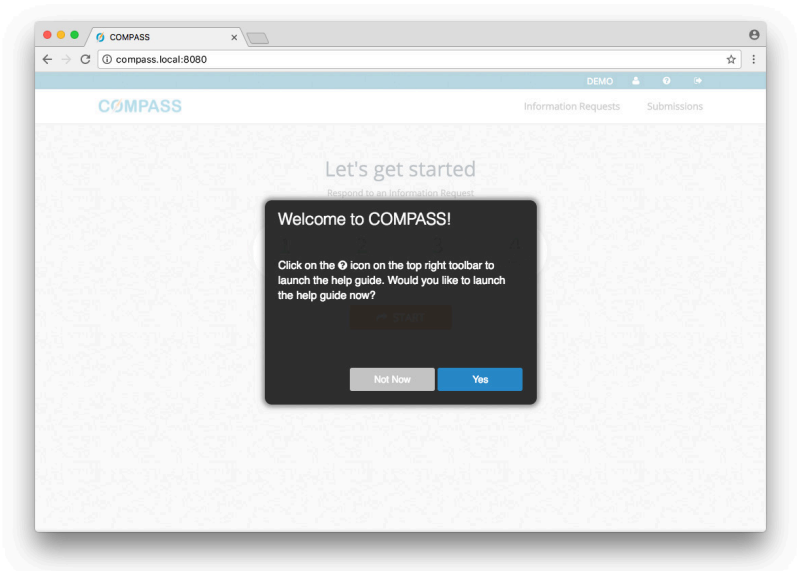
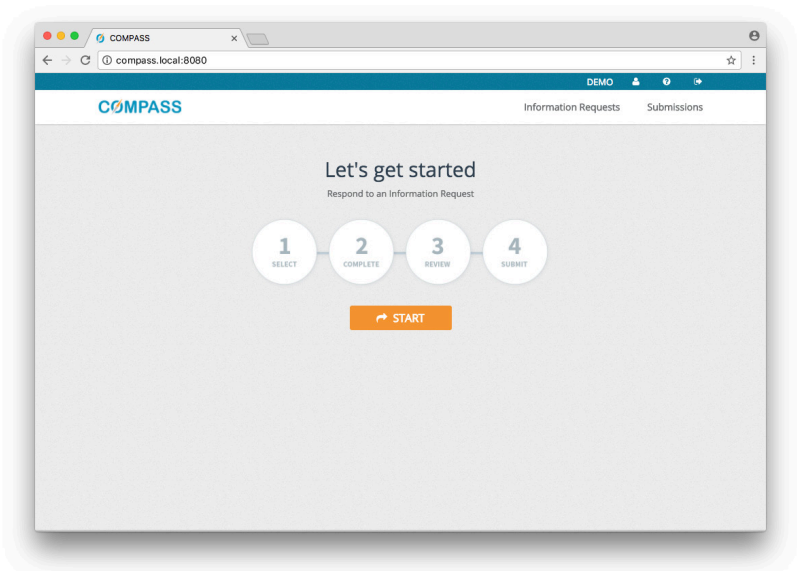



After successfully logging in to COMPASS the first time, you are asked if you would like to launch the help guide.

If you choose "Not Now," the help guide can be launched at anytime by clicking the  icon in the toolbar.



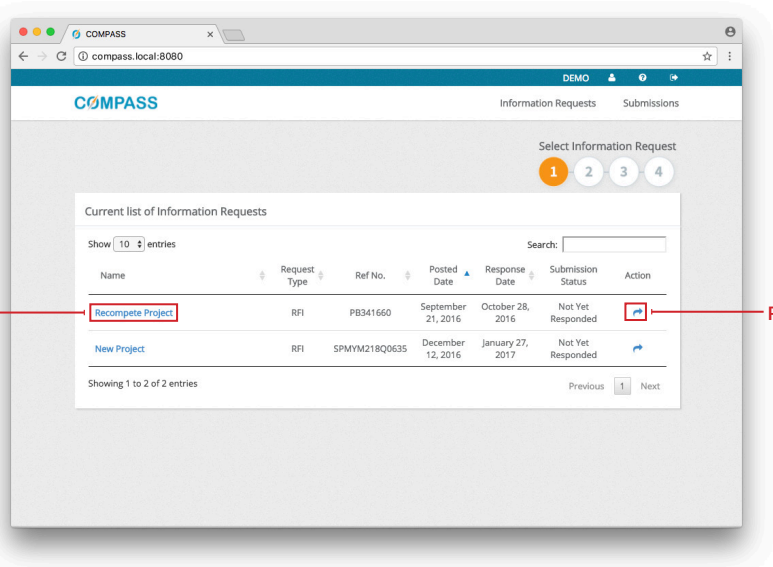
Click the START button to view a list of active information requests.



- From the active request list, you can
1. Click the request name to view details. *You cannot respond from this view.*
 2. Click the  icon in the far column to begin your response.

You can easily change the sort order of active requests by clicking the title of any column. List items can be displayed in either ascending or descending order.

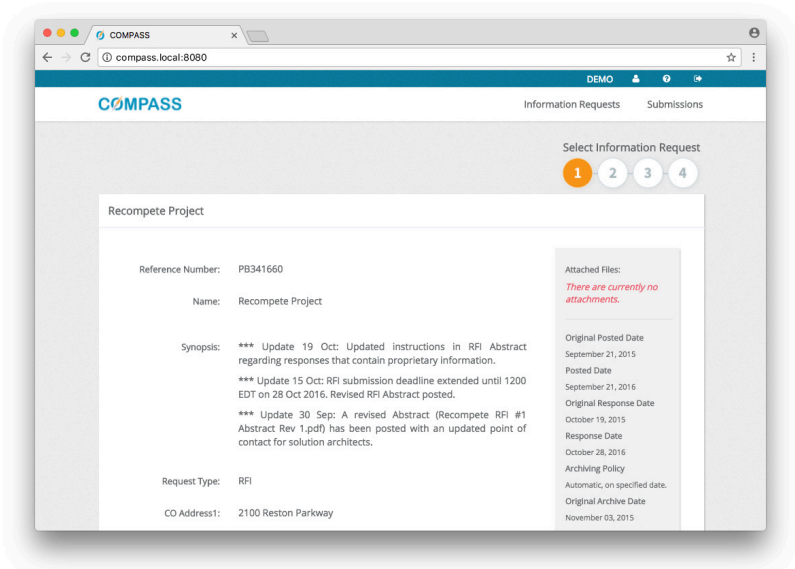
View



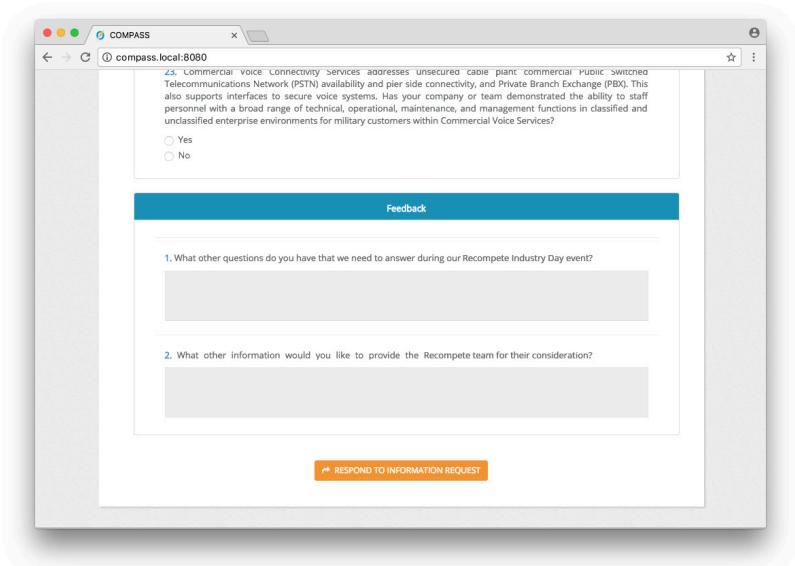
Respond

Clicking the title from the list view takes you to a request detail page.

The detail page provides information about the request and a **preview of questions** government needs answered (questions are disabled in the request detail page). This allows you to decide if you would like to respond, prepare your responses, or gather additional information from other subject matter experts.



From the request detail page, you can respond by clicking the RESPOND TO INFORMATION REQUEST button at the bottom of the page.

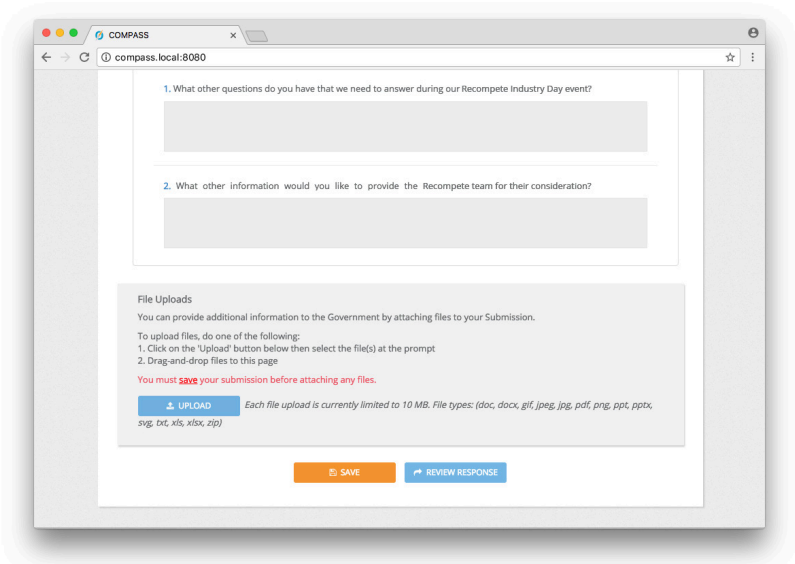


Starting your response enables the questions and adds other options.

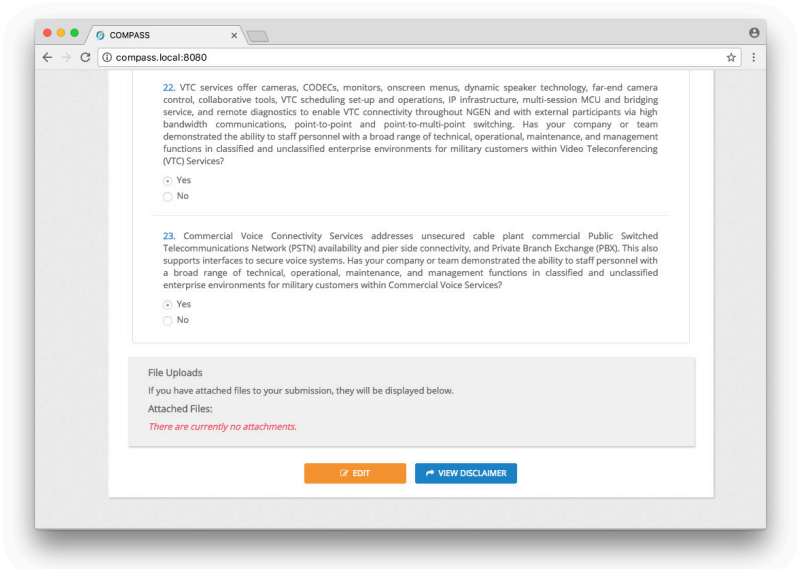
Below the questions is the ability to attach any supporting documentation to your response. **You must first save your response before files can be attached to your response.**

You can also save your response and come back to it at a later time provided the request is still active.

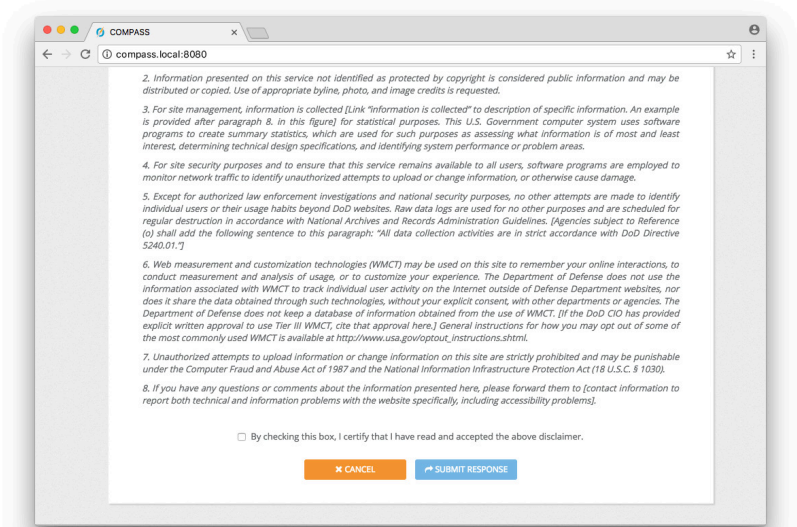
When everything is answered and attached the way you would like, clicking the REVIEW RESPONSE button allows you to review the way government will see your response. *Saving and reviewing your response does not send your response to government.*



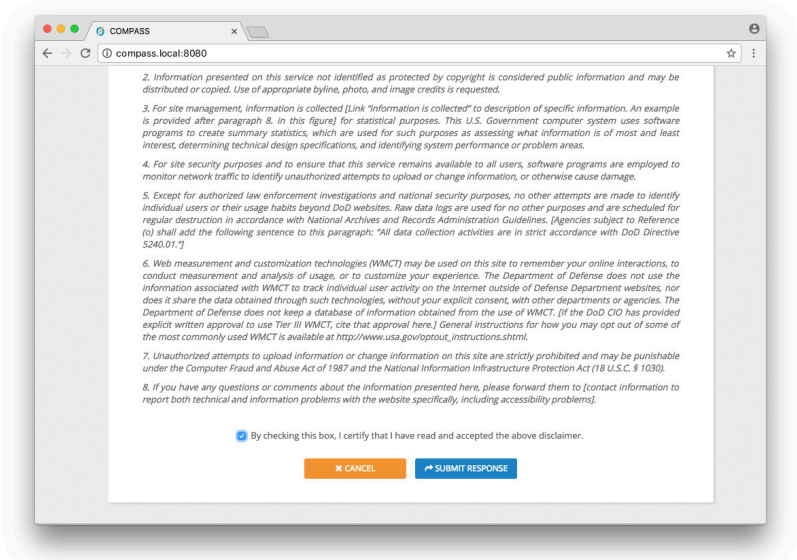
After your response has been reviewed, the submittal process begins by asking you to view and accept the disclaimer.



It is important that you read and accept the disclaimer. The SUBMIT RESPONSE button is disabled until you certify your acceptance.



The SUBMIT RESPONSE button is enabled when the box is checked to certify that you have read and accepted the disclaimer.



Clicking the SUBMIT RESPONSE button sends your response, locks it from editing, and moves it from the Information Requests tab to the Submissions tab.

