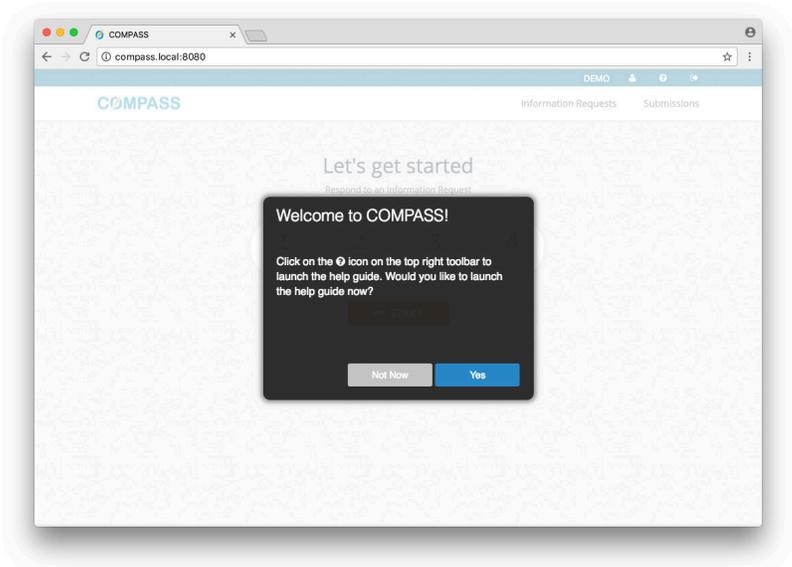


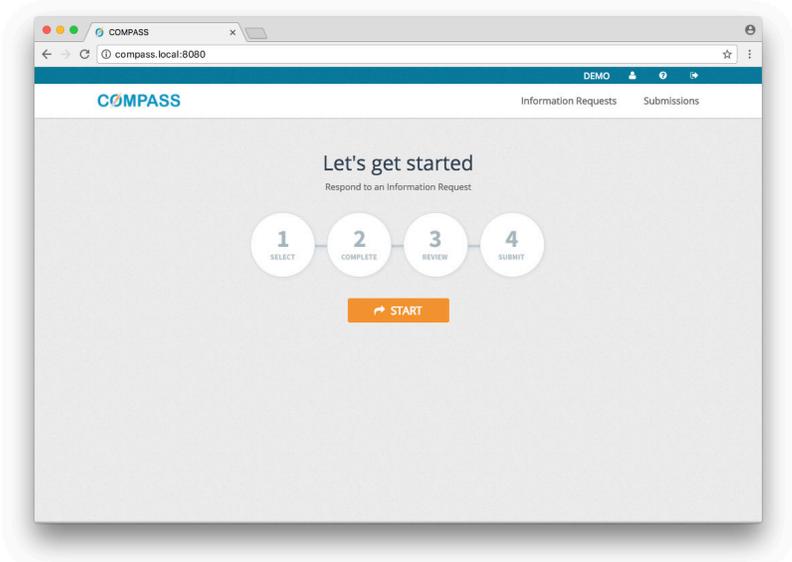
The Microsoft Edge browser for Windows 10 is not currently supported. For the best experience, we recommend Google Chrome, Mozilla Firefox, Microsoft Internet Explorer or Safari for Mac.

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 any time by clicking the  icon in the toolbar.



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

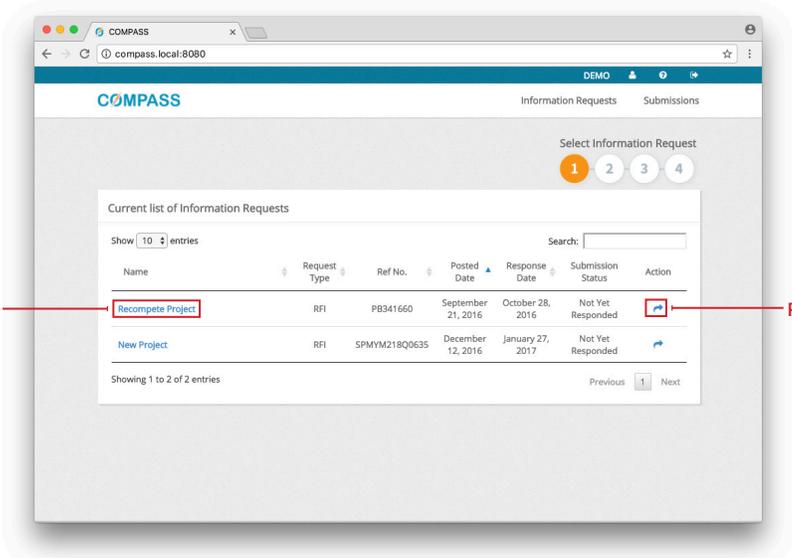


From the active request list, you can

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.

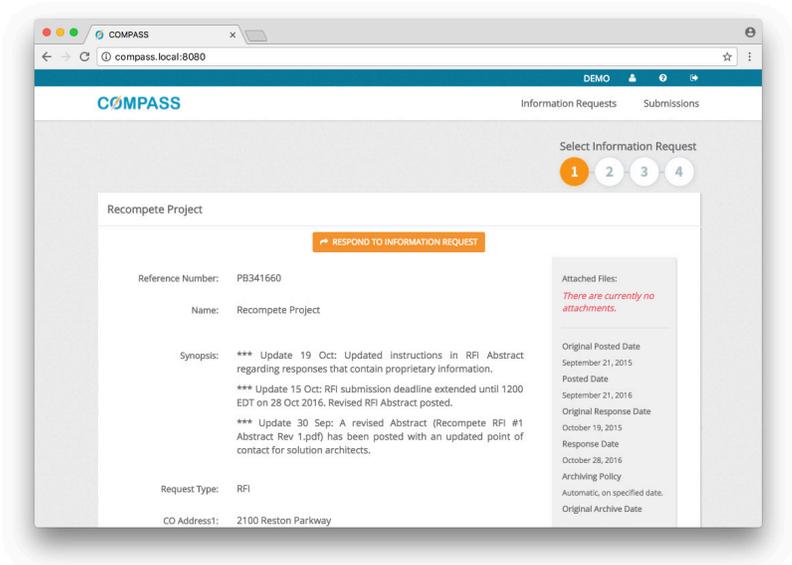
View



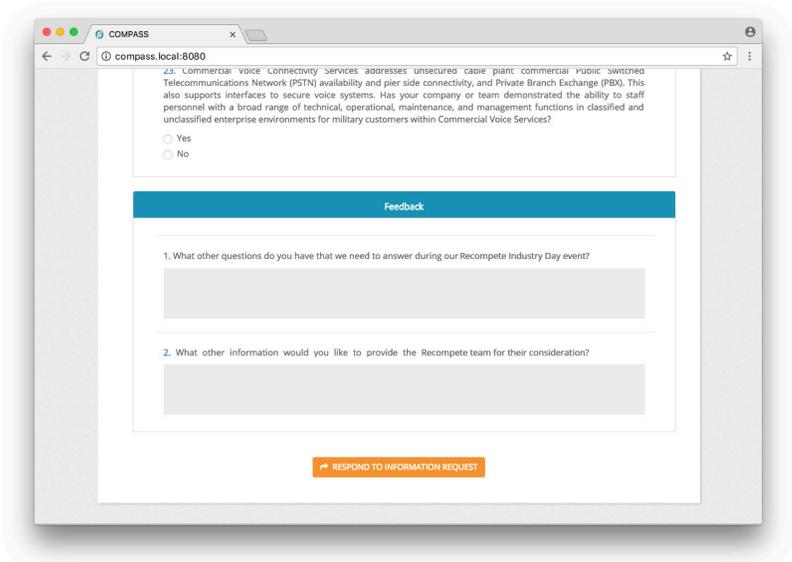
Respond

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.



When you are ready to respond, click the **RESPOND TO INFORMATION REQUEST** button at the top or bottom of the request detail page.

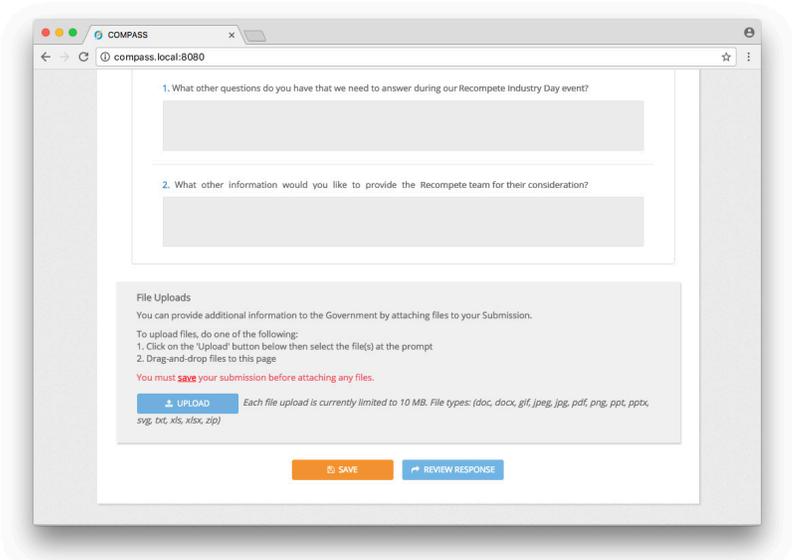


Starting your response enables the questions and adds other options.

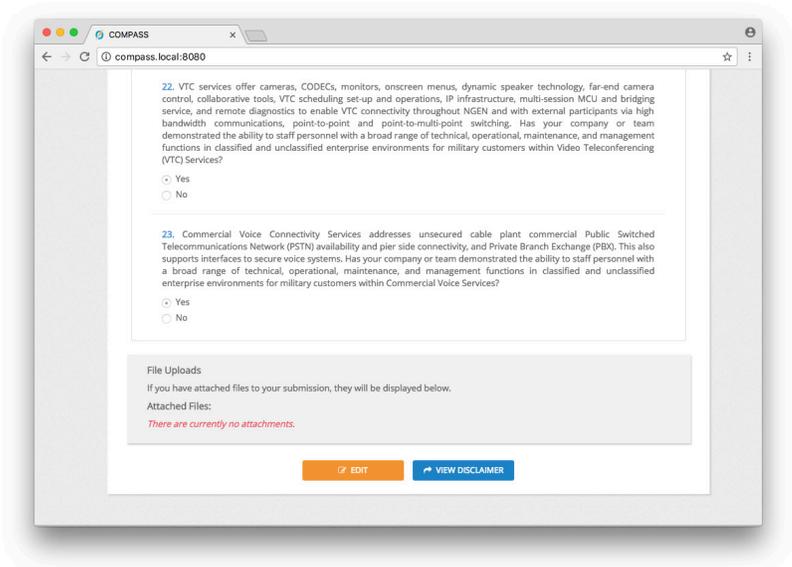
Below the questions is the ability to attach any supporting documentation to your response. **You must first save your response before files can be attached to your response.**

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

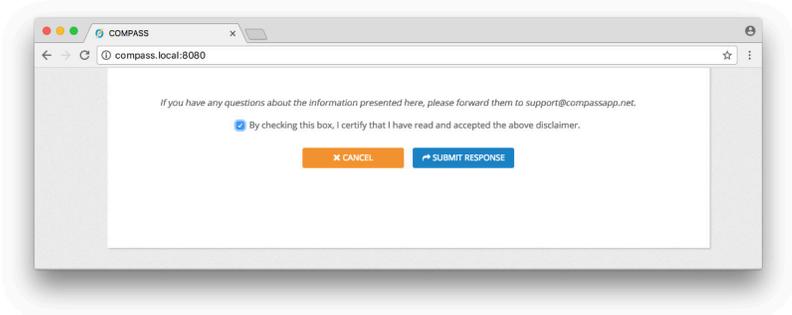
When everything is answered and attached the way you would like, clicking the **REVIEW RESPONSE** button allows you to review the way government will see your response. *Saving and reviewing your response does not send your response to government.*



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



Please take a moment to read the disclaimer. It provides terms and conditions regarding your response and information on receiving support.



Accepting the disclaimer is required before submitting a response. The SUBMIT RESPONSE button is disabled until you check the box certifying your acceptance.

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

