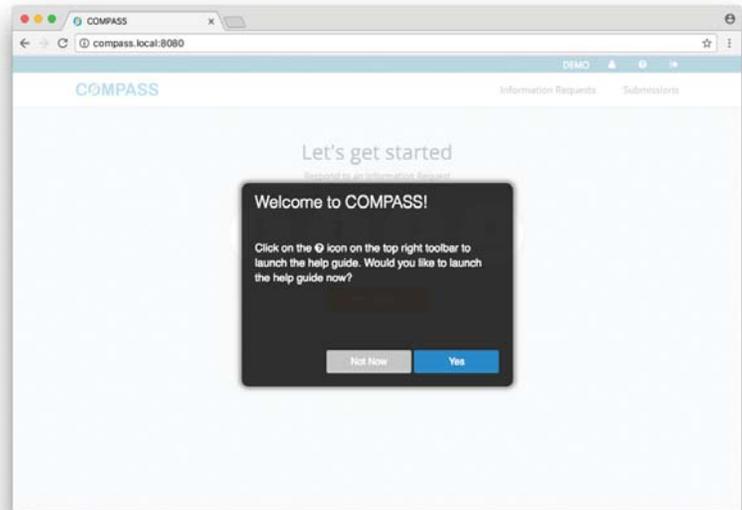


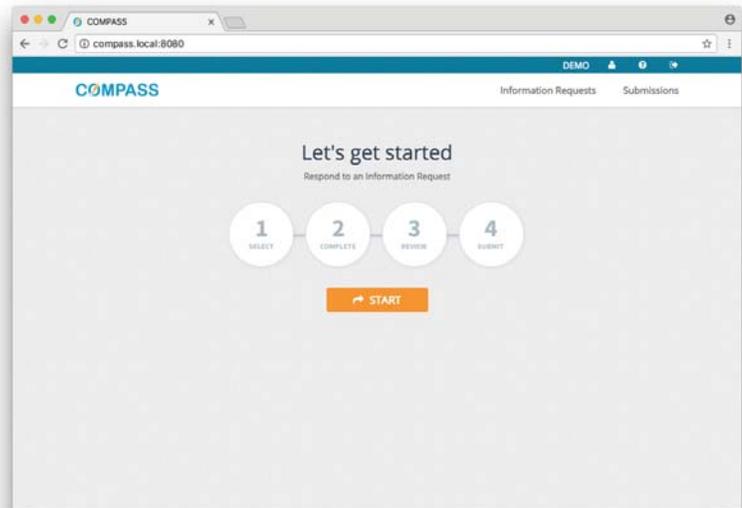
The Microsoft Edge browser for Windows 10 is not currently supported. For the best experience, we recommend Google Chrome, Mozilla Firefox, Microsoft Internet Explorer or Safari for Mac.

After successfully logging in to COMPASS for 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.

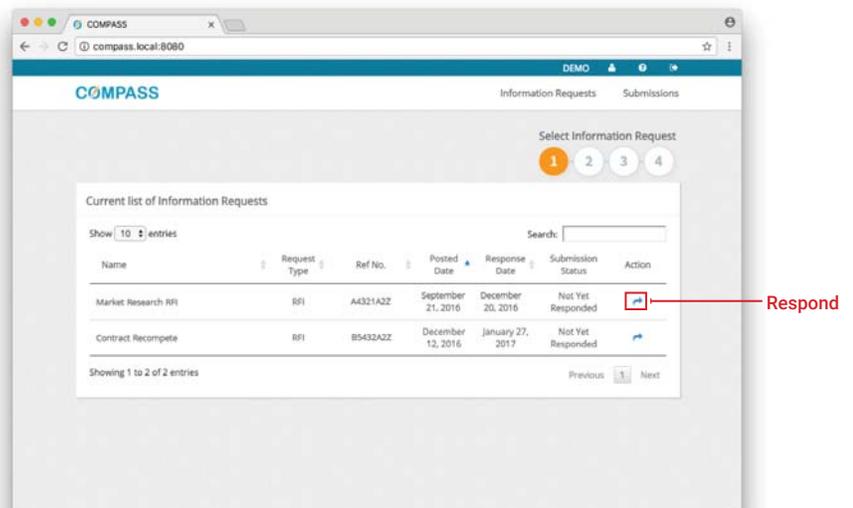


Click the START button to view a list of active information requests.

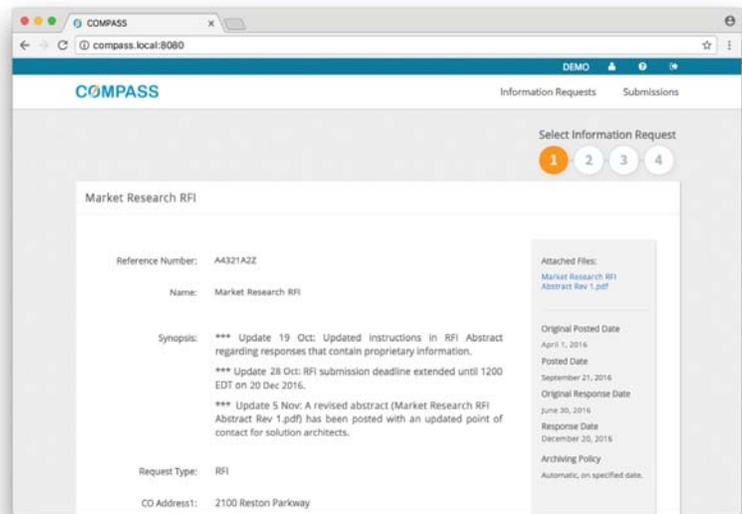


While viewing the current list of information requests, you can easily change the sort order by clicking the title of any column. List items can be displayed in either ascending or descending order.

To view request details and begin your response, click the  icon in the far right column.



The detail page provides information about the request. Scroll down to see the questions the government would like you to answer and begin your response.

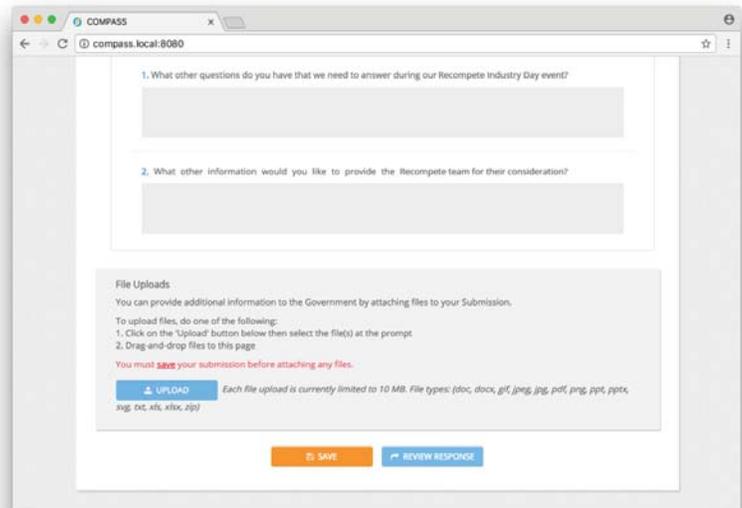


After saving your response, you can attach supporting documentation such as brochures, white papers, etc.

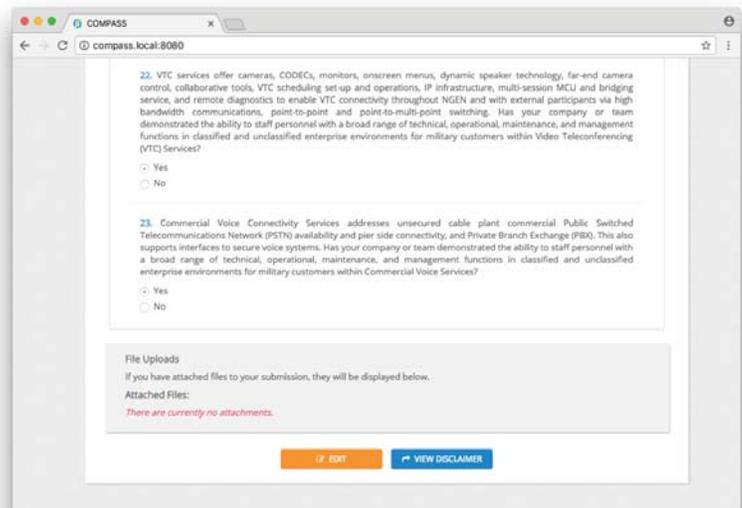
**You must first save your response before files can be attached to your response.**

You can also save your response and come back to it at a later time provided the RFI close date has not passed.

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.

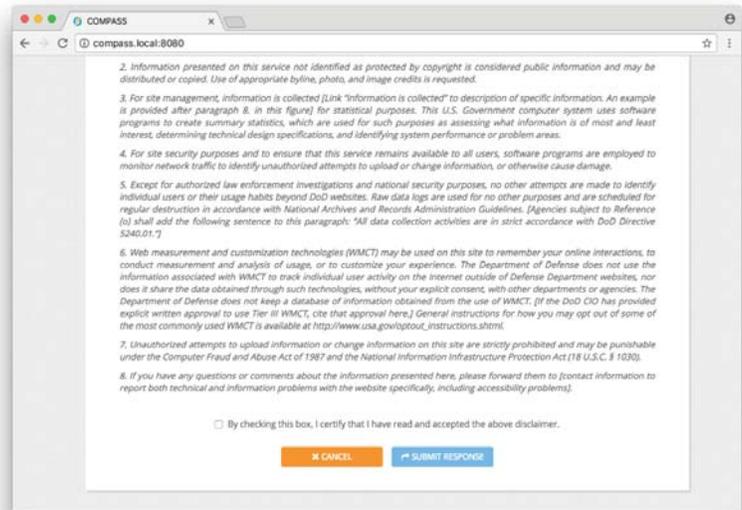


**Saving and reviewing your response does not send your response to government.**

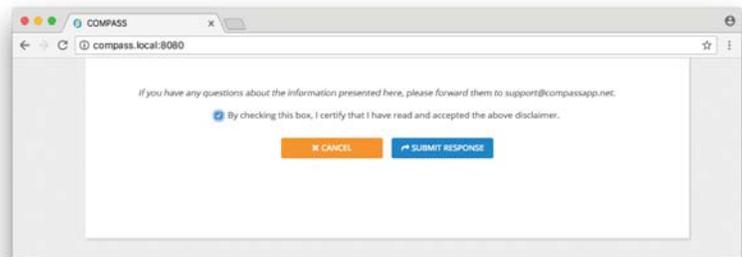


After your response has been reviewed, begin sending your response to government by viewing the disclaimer.

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.

