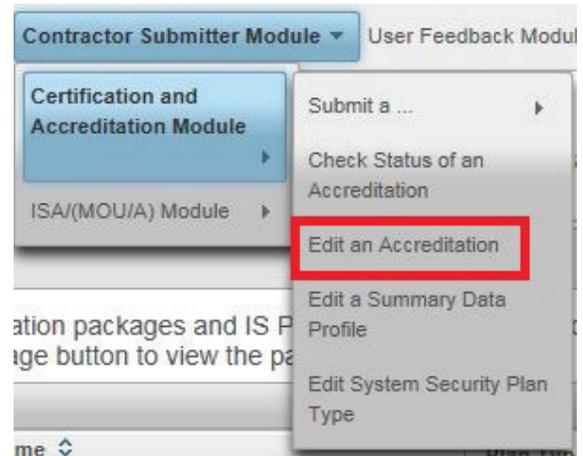


HOW TO Find Drafts and Plans Returned from ISSP – Submitter Role

1

Select the “Edit an Accreditation” item from the Contractor Submitter Module, Certification and Accreditation Module.

Note: Any package that has been started and not submitted to DSS or a package that was returned from the Reviewer (ISSP) will be found under the “Edit an Accreditation” function as well.



2

Select the UID of the draft that was started and not submitted. Click the “Open Accreditation Package” button.



3

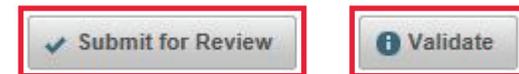
Complete all requirements under each tab, save and validate.

Note: You will now have to add a Program Name under the System Information tab.



4

Under the Review/Submission tab, Validate and Submit for review.



5

A pop-up will appear asking “Are you sure you want to continue?” Hit submit. Plan will be submitted to the Reviewer.

