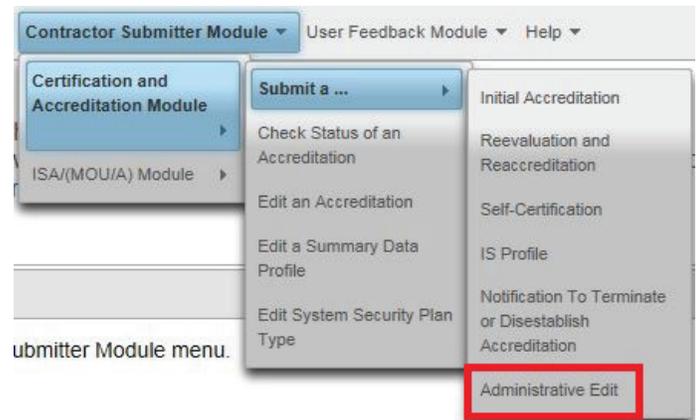


HOW TO Submit an Administrative Edit – Submitter Role

1

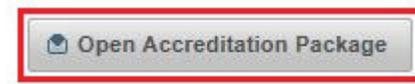
Log into OBMS, Contractor Submitter Module, Certification and Accreditation Module, Submit an Administrative Edit.

Note: Plan must be in the Approved or Self-certified status.



2

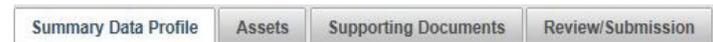
Select the UID to be submitted with an Administrative Edit and open the Accreditation Package.



3

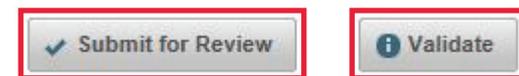
Complete all requirements under each tab, save and validate.

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.

