

Author (GC/Design Builder)	Official Reviewer (AE and/or GSA PM)	Consultant Reviewers (SMEs, AE, GSA PM) OPTIONAL
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**Notifications:**

\*If **"Notify Response Distribution on Submit to Review"** is checked, a Message is sent to everyone in the Response Distribution field when "Submit to Reviewers" is clicked (status will change to 'In Review').



\* If **"Notify Response Distribution on Completed Review"** is checked, a Message is sent to everyone in the Response Distribution field when the Official Reviewer responds to the submittal (status will change to 'Response Received').



\*Clicking "Mark Complete" then **"Distribute"** will open the Send Wizard to distribute the final submittal to everyone listed in the Response Distribution field. Additional users can be added as needed.