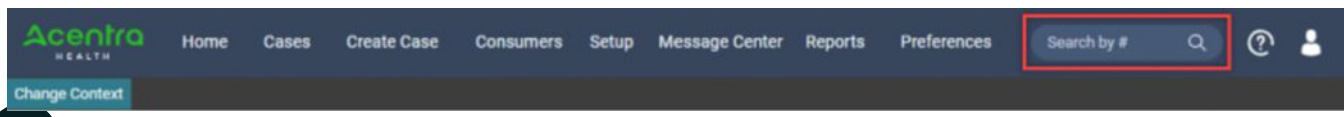


Summary

Requesting a Reconsideration will need to be made by using the action function. The instructions below describe how to start the process of Requesting a Reconsideration from within the case.

1 Search for Case ID Enter the **Case ID** into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.



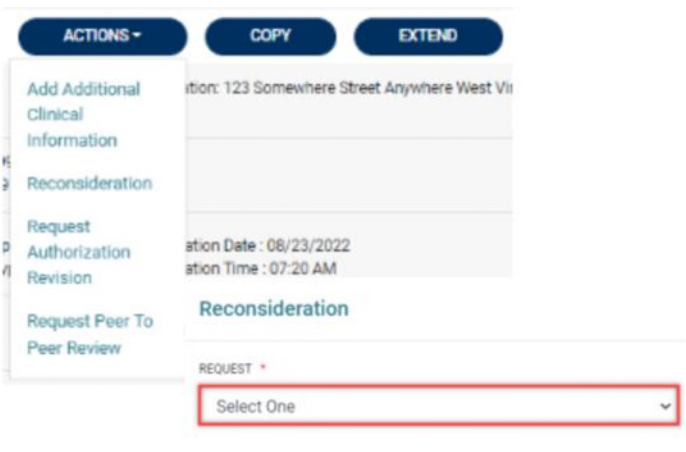
2

Action Button

Once on the request page, click **Actions** located at the top.



3 available actions that can be selected
Selecting Reconsideration The Actions will expand and show the for the case. Select **Reconsideration**



4 request number from the dropdown
Complete Information A new box will appear. Select the and click next. A note or document must be attached to submit the action. Choose the document type and click **Submit**.

