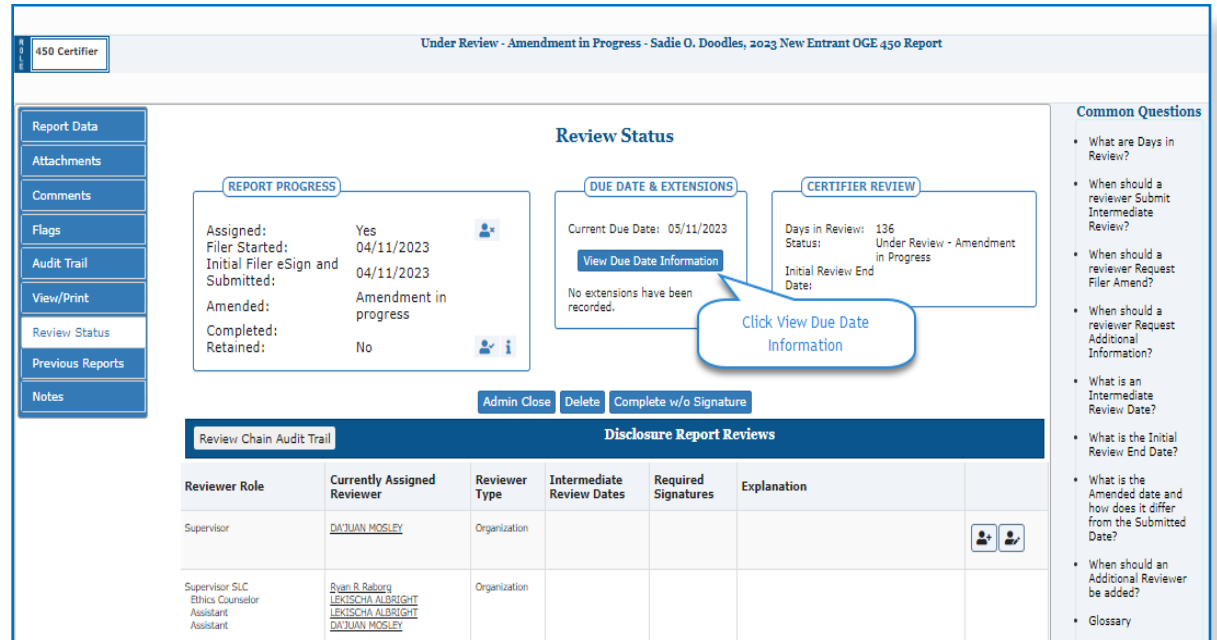Financial Disclosure Management

Recording an Extension

Extensions may be recorded after a discolsure is Assigned or once the Dilers has stared a Draft report.

To record an extension:

1. Go to **My Reviews | Review Reports** page.

2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.

3. Type the Filer's name in the Last Name and/or First Name fields and click Search.

4. Click **Review Status** beside the appropriate report.

5. Click **View Due Date Information**.

6. Click **Record Extension**.

7. Enter the extension length and select the extension reason then click **Save**.

Editing An Extension

1. Go to **My Reviews | Review Reports** page

   Note: If the report has a National Emergency/Combat Zone extension, go to the Review Reports | Manage Exceptions page.

2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.

3. Type the Filer's name in the Last Name and/or First Name fields and click Search.

4. Click **Review Status** beside the appropriate report.

5. Click **View Due Date Information**.

6. Click **Edit**

7. Make the appropriate changes, click **Save** and **Save** again

Deleting an Extension

1. On either **My Reviews | Review Reports** or **My Reviews| Manage Exceptions** page

2. Select the appropriate role from the My Roles and select **All** in the Action drop-down lists.

3. Type the Filer's name in the Last Name and/or First Name fields and click **Search**.

4. Click **Review Status** beside the appropriate report.

5. Click **View Due Date Information**.

6. Click **Delete and OK** to confirm the extension deletion

7. Click **Save**