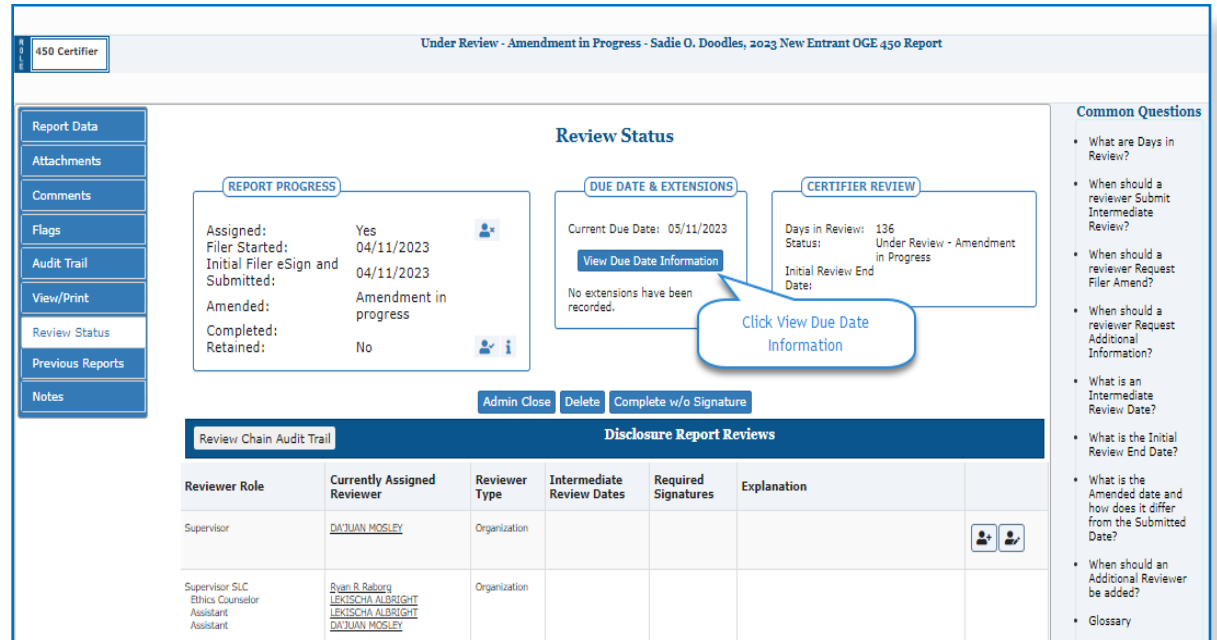


Recording an Extension

Extensions may be recorded after a disclosure is Assigned or once the Filers has started 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**.



Review Status

REPORT PROGRESS

Assigned: Yes
 Filer Started: 04/11/2023
 Initial Filer eSign and Submitted: 04/11/2023
 Amended: Amendment in progress
 Completed: No
 Retained: No

DUE DATE & EXTENSIONS

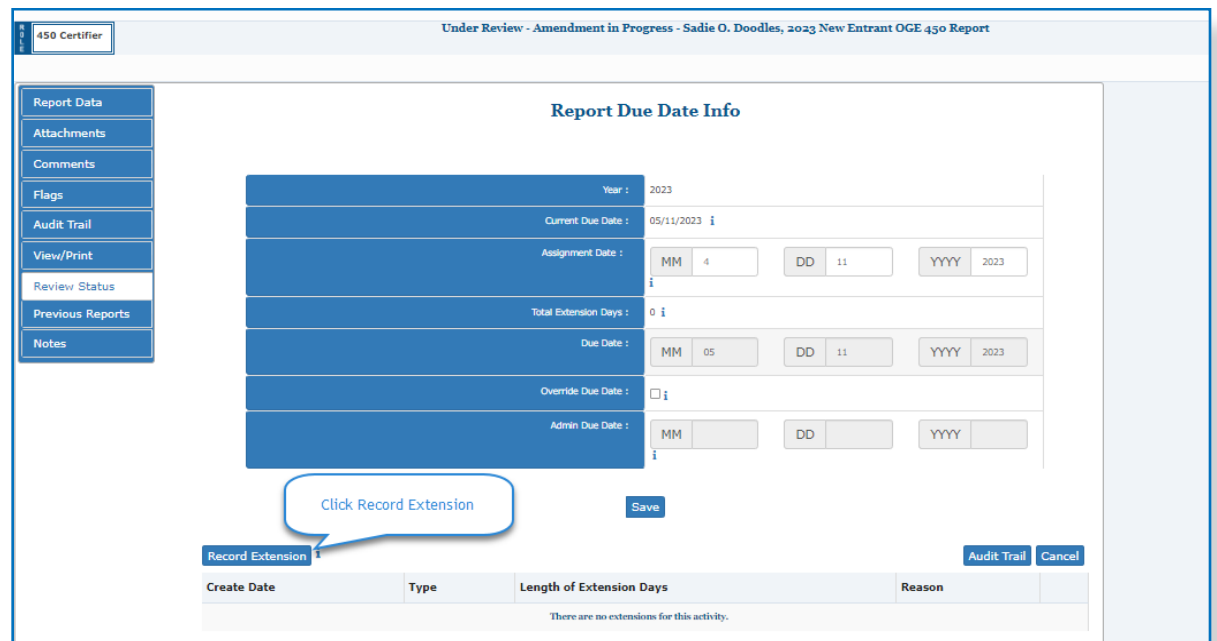
Current Due Date: 05/11/2023
 View Due Date Information
 No extensions have been recorded.

CERTIFIER REVIEW

Days in Review: 136
 Status: Under Review - Amendment in Progress
 Initial Review End Date:

Disclosure Report Reviews

Reviewer Role	Currently Assigned Reviewer	Reviewer Type	Intermediate Review Dates	Required Signatures	Explanation
Supervisor	DARJUAN MOSLEY	Organization			
Supervisor SLC Ethics Counselor Assistant	Bryan R. Baborg LEWISCHA ALBRIGHT LEWISCHA ALBRIGHT DARJUAN MOSLEY	Organization			



Report Due Date Info

Year : 2023
 Current Due Date : 05/11/2023
 Assignment Date : MM 04 DD 11 YYYY 2023
 Total Extension Days : 0
 Due Date : MM 05 DD 11 YYYY 2023
 Override Due Date :
 Admin Due Date : MM DD YYYY

Record Extension

Create Date	Type	Length of Extension Days	Reason
There are no extensions for this activity.			

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

450 Certifier

Under Review - Amendment in Progress - Sadie O. Doodles, 2023 New Entrant OGE 450 Report

Report Due Date Info

Year : 2023

Current Due Date : 05/21/2023

Assignment Date : MM 04 DD 11 YYYY 2023

Total Extension Days : 10

Due Date : MM 05 DD 11 YYYY 2023

Override Due Date :

Admin Due Date : MM DD YYYY

Save

Create Date	Type	Length of Extension Days	Reason	Audit Trail
8/25/2023	Agency Extension	10	Other (TDY)	<input checked="" type="checkbox"/> <input type="checkbox"/>

Click Edit

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**

Are you sure, you want to delete the extension?

OK Cancel

450 Certifier

Under Review - Amendment in Progress - Sadie O. Doodles, 2023 New Entrant OGE 450 Report

Report Due Date Info

Year : 2023

Current Due Date : 05/21/2023

Assignment Date : MM 04 DD 11 YYYY 2023

Total Extension Days : 10

Due Date : MM 05 DD 11 YYYY 2023

Override Due Date :

Admin Due Date : MM DD YYYY

Save

Create Date	Type	Length of Extension Days	Reason	Audit Trail
8/25/2023	Agency Extension	10	Other (TDY)	<input checked="" type="checkbox"/> <input type="checkbox"/>

Delete Extension