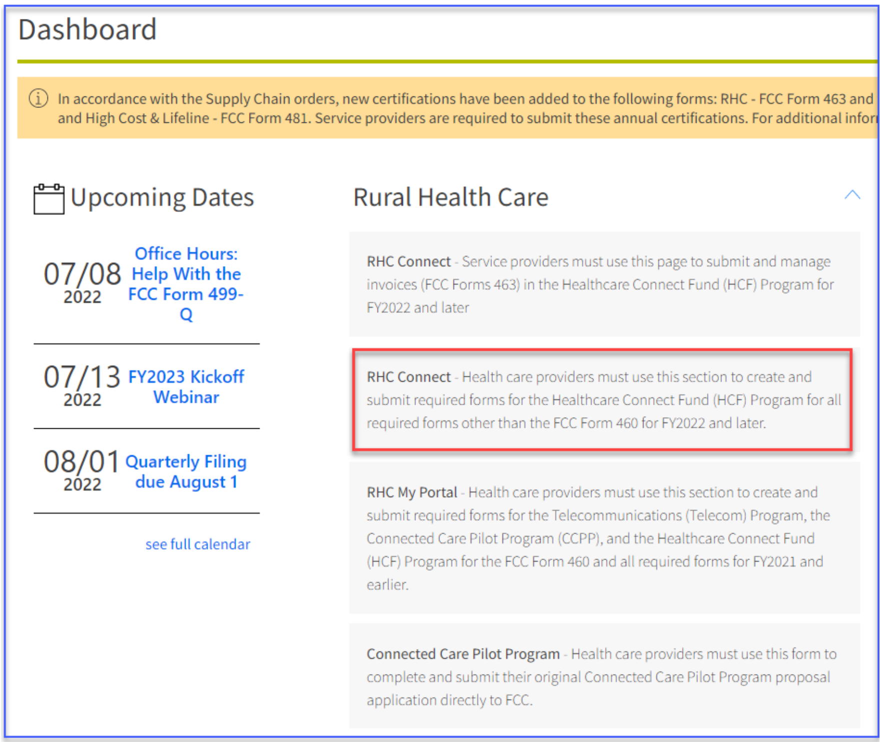
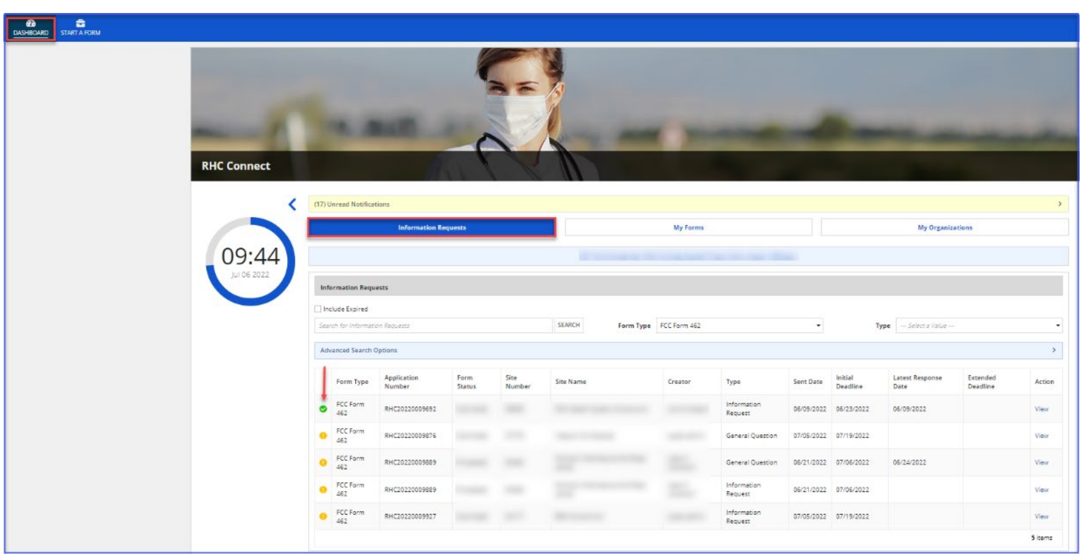
RHC Connect - Information Request Tip Sheet

Accessing Information Requests from the RHC Connect Dashboard

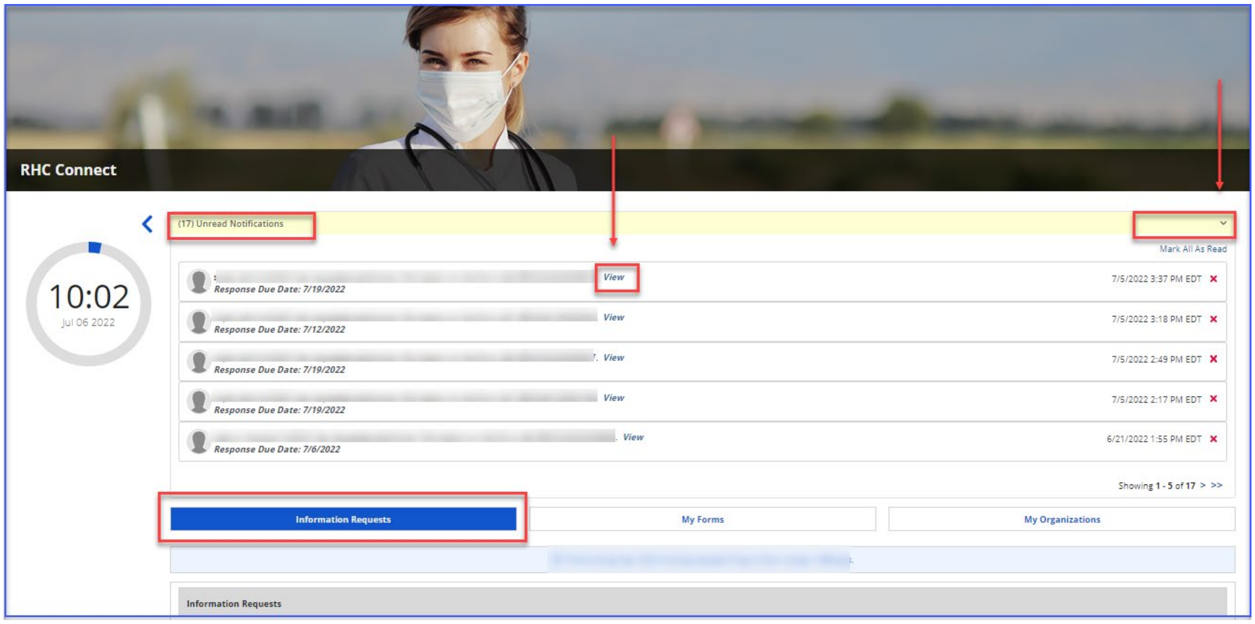
Step 1: Log in to My Portal and click "**RHC Connect**."



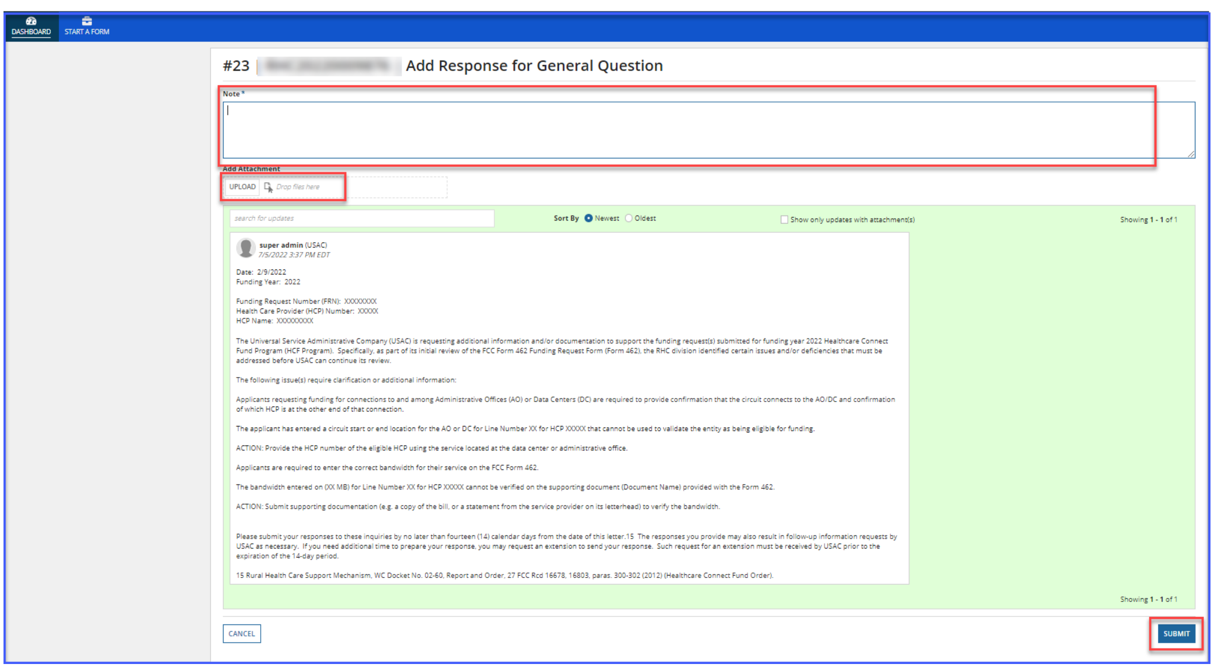
Step 2: You can view all Information Requests and their status on the "**Information Requests**" tab on the Dashboard.



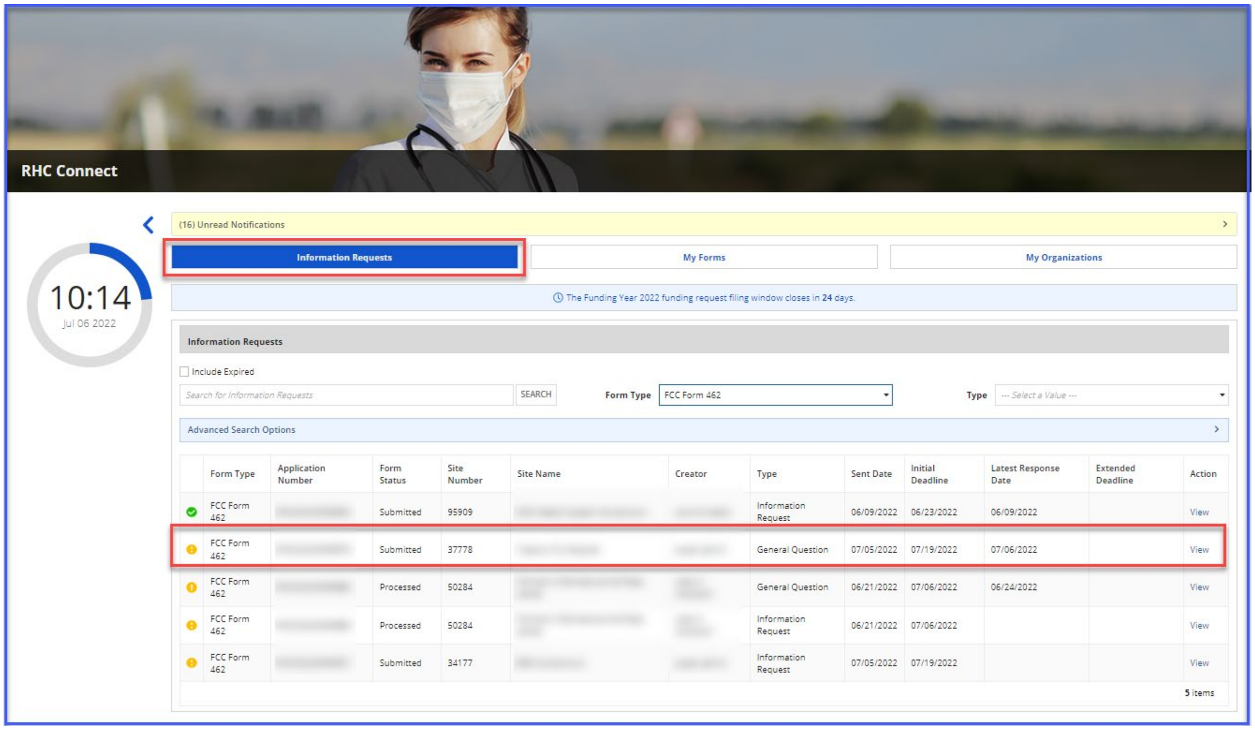
Step 3: All unread notifications will be available in the yellow box. Click "**Unread Notifications**," then click "**View**."



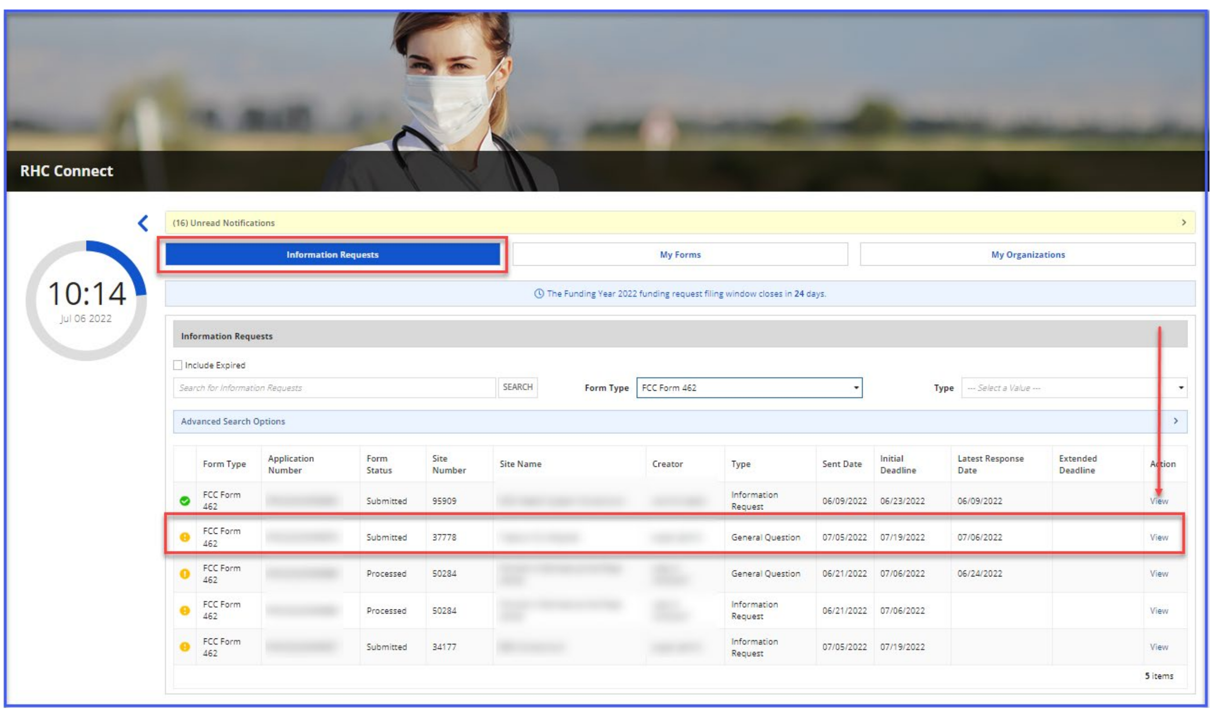
Step 4: Enter your response and, if necessary, upload any additional supporting documentation. Click "**Submit**."



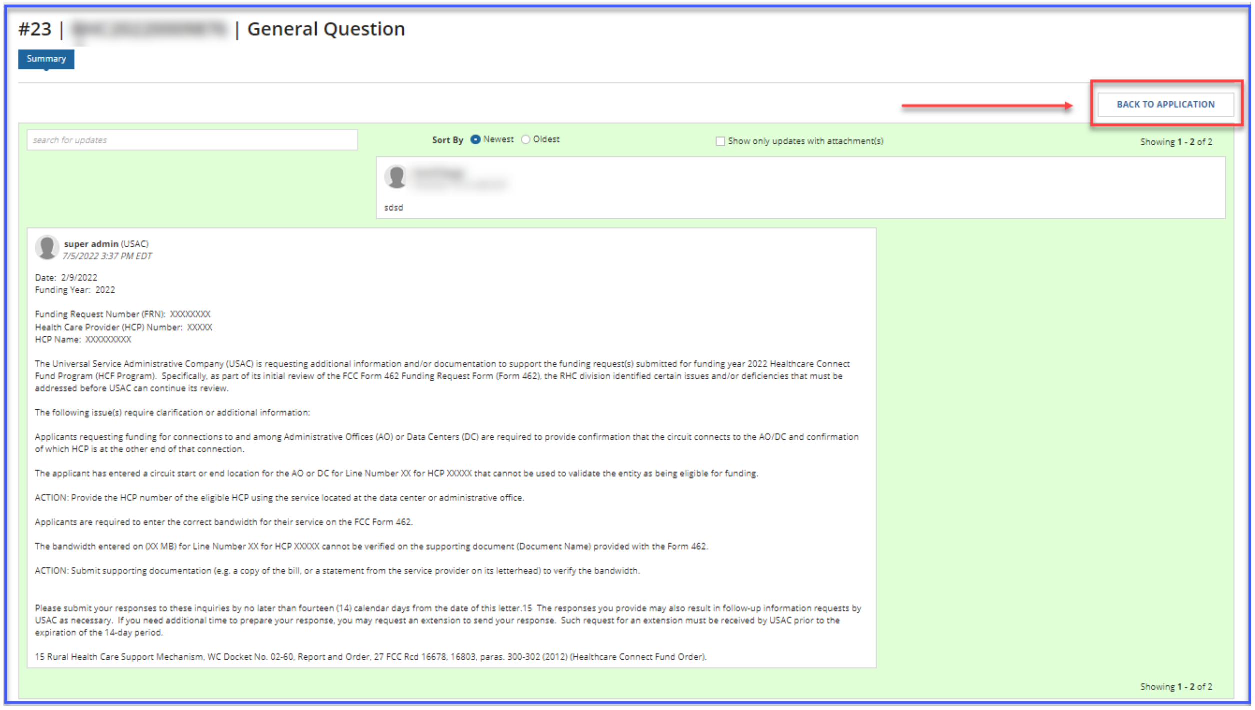
Step 5: Once you click "**Submit**," the corresponding Information Request will be updated on the "**Information Request**" tab.



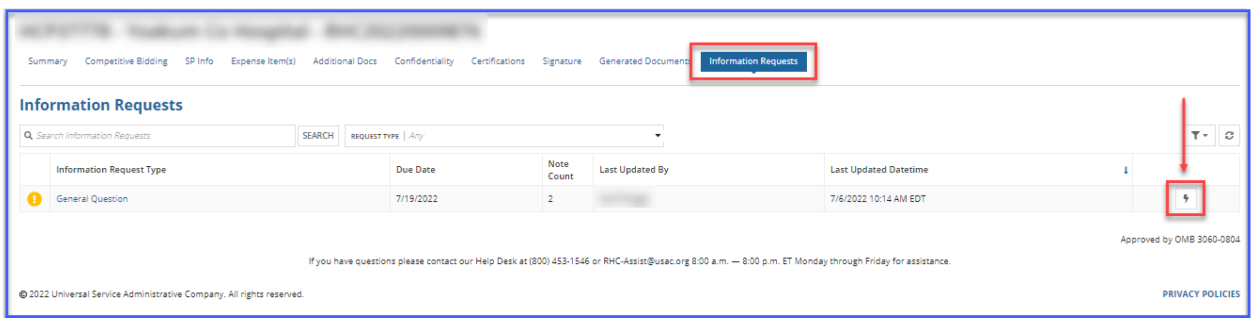
Step 6: To add an additional response, click "**View**."



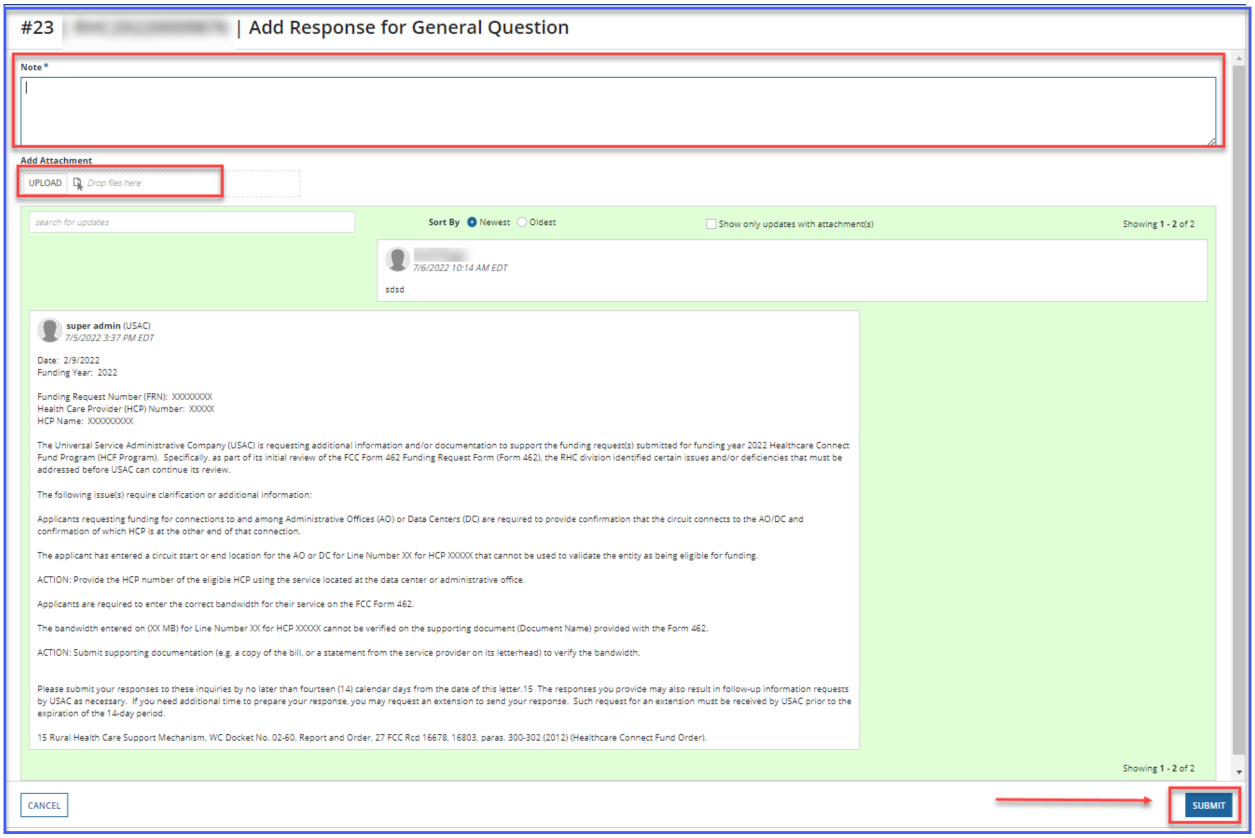
Step 7: Click “**Back to Application**.”



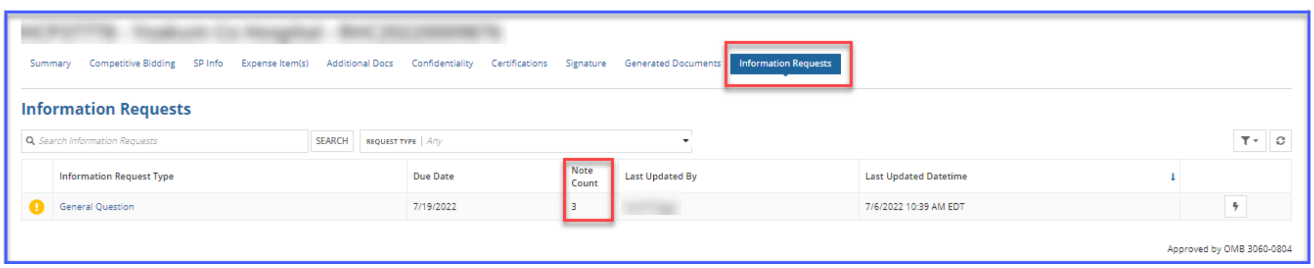
Step 8: Click the respond icon on the “**Information Requests**” tab.



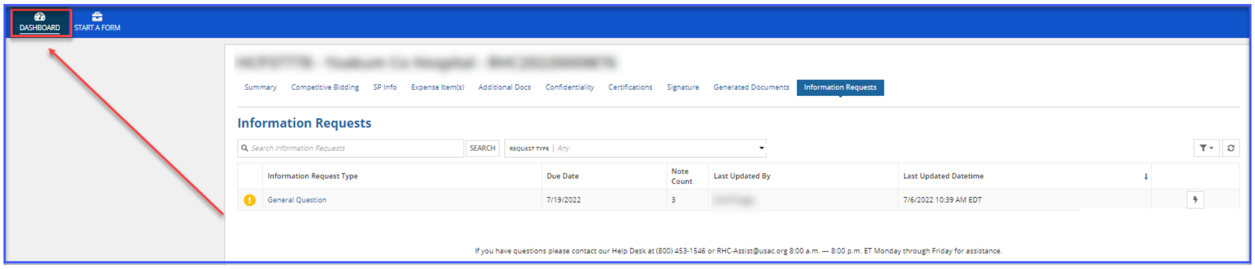
Step 9: Add a response and click “**Submit**.”



Step 10: Once you click “**Submit**,” you’ll be directed back to the “**Information Requests**” tab of the form. Check the “**Note Count**” column and it should reflect the most recent addition.



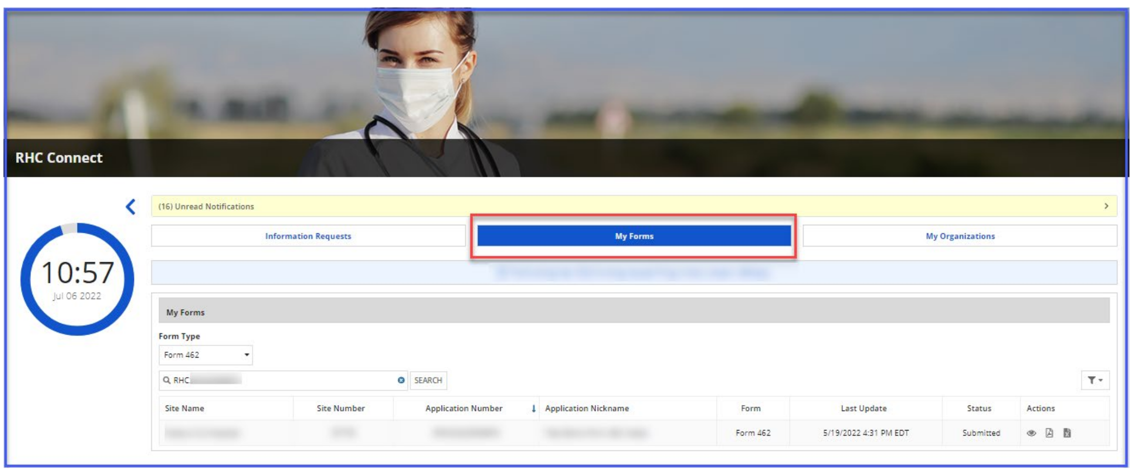
Step 11: Click "**Dashboard**" to continue to work in RHC Connect.



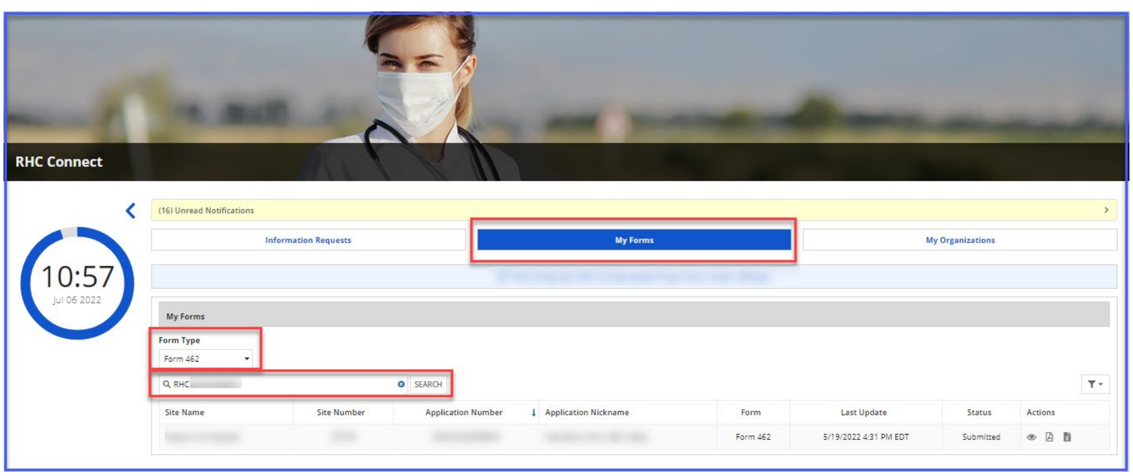
Additional Tips – Using Filters

The next steps are an alternative method for accessing Information Requests in RHC Connect.

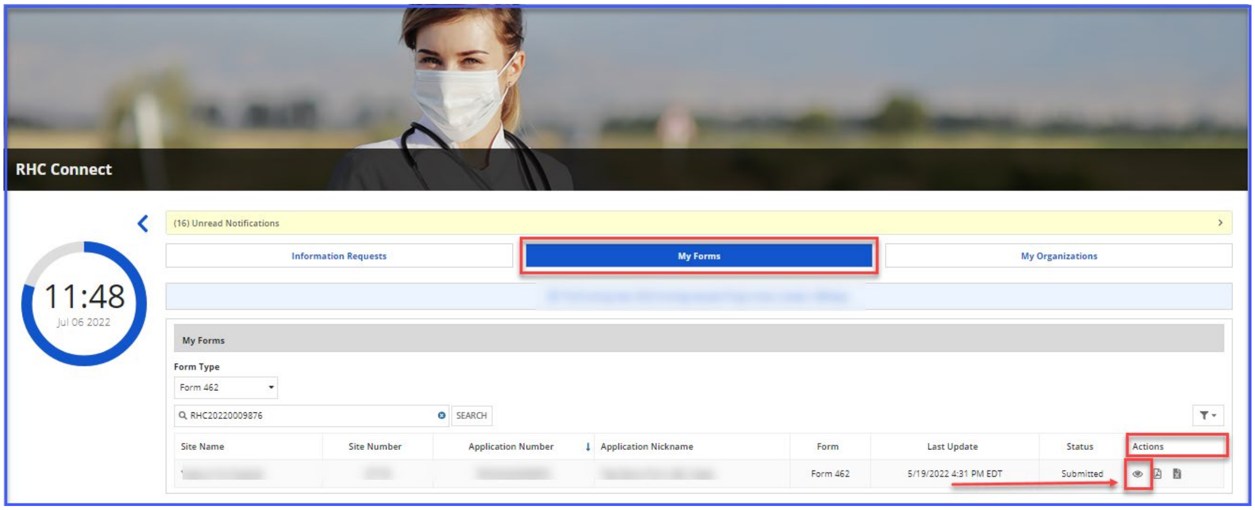
Step 1: To locate an application, click the "**My Forms**" tab.



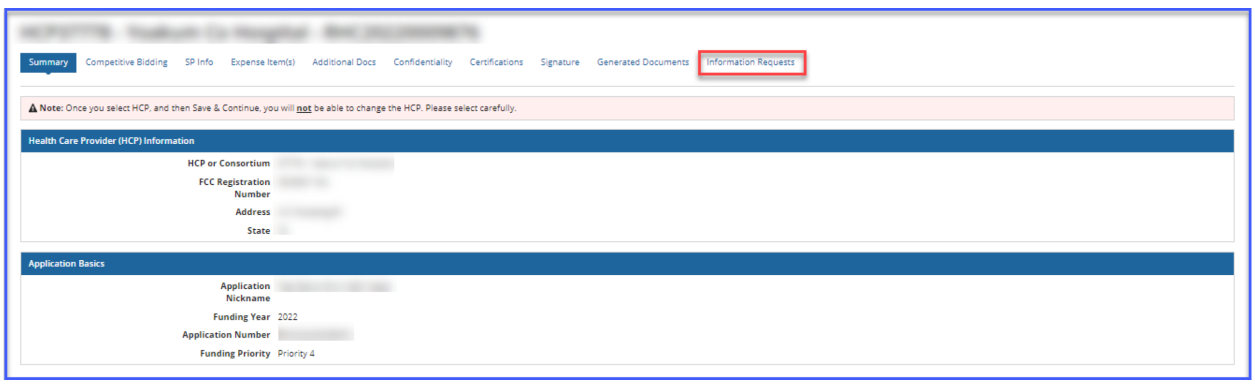
Step 2: Filter by "**Form Type**" or copy and paste the application number in the "**Search**" field.

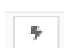


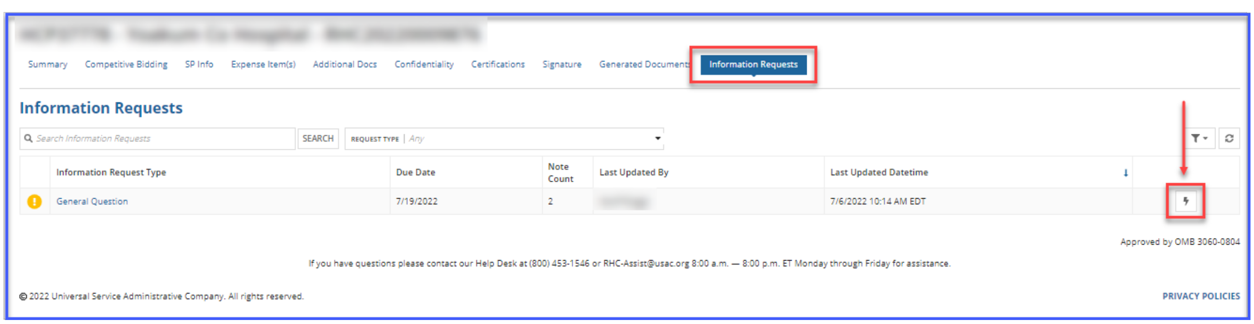
Step 3: Click the view icon  on the right.



Step 4: Navigate to the "**Information Requests**" tab.



Step 5: Click the respond icon  on the "**Information Requests**" tab.



Step 6: Add a response and click "**Submit**."