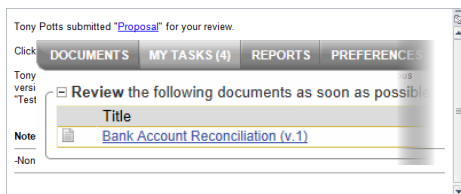


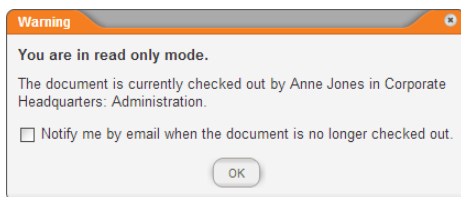
## Access a Document

You can access the document in two ways:

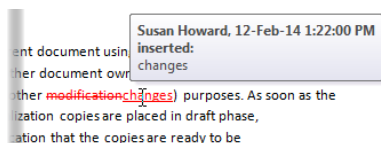
- In your email application, open the **Review Required** message and click the link. You received this email because you were assigned as a reviewer.
- In PolicyTech, click **MY TASKS** and find the document under **Review**. You have this task because you were assigned as a reviewer.



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You can choose one of three responses:

1. **Accept**. Accept the document as accurate and complete, thus indicating the document is ready to move to approval.
2. **Revise**. Give some suggestions on content or writing style. **Track Changes** is on, so all edits are tracked. To add marginal comments, click **Word**, **Review**, and **New Comment**.
  - Upon completing your revision, click **Done Revising**. You may choose to add an **Optional Comment**.
  - If you want to continue revisions later, click **Finish Later**.
3. **Decline**. When you decline a document, you need to give a reason.

