

Just-in-Time Instructions for: Submit for Agency Approval

The Preview & Submit tab (from the main navigation menu) aggregates all the information you provided for your Transfer Request across multiple tabs and displays them on one page. You can use this overview to review/check your entries and make edits as appropriate. *You can also submit the Transfer Request for Agency Approval from this tab.*

1. Review the information displayed on Preview & Submit tab. You will notice that each tab from the main navigation menu is represented.
2. Select the **minus (-) symbol** to collapse any section.
3. Select the **plus (+) symbol** to expand any section.
4. Select **Edit** located to the right of any section header to access and edit information on the corresponding tab.
 - a. Enter your **edits**.
 - b. Select **Save Changes**. The Preview & Submit tab displays.
5. Select **Download All** to the right of the *Attachments* header. *Optional if you'd like to download the attachments. The Generate Package for Download dialog window displays.*

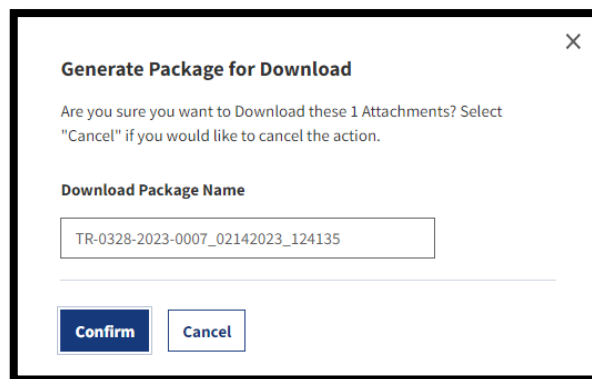


Figure 1: Download All Feature Dialog

- a. Select **Confirm** to confirm the download or **Cancel** to cancel the action. A confirmation message displays advising that you will be notified (i.e., through the ERA 2.0 **Notifications** function available on your *Homepage* task bar) when the processing is complete. Alternatively, you may check the status through the **Task Progress** function, also available on your *Homepage* task bar.
 - b. Confirm the **download is complete prior to submitting the Transfer Request for certification**, to avoid triggering an error on your submission.
6. Select **Submit for Agency Approval** to submit the Transfer Request to the Approving Official.
 7. Verify that the following confirmation displays: **The Transfer Request has been successfully submitted for Agency Approval**.

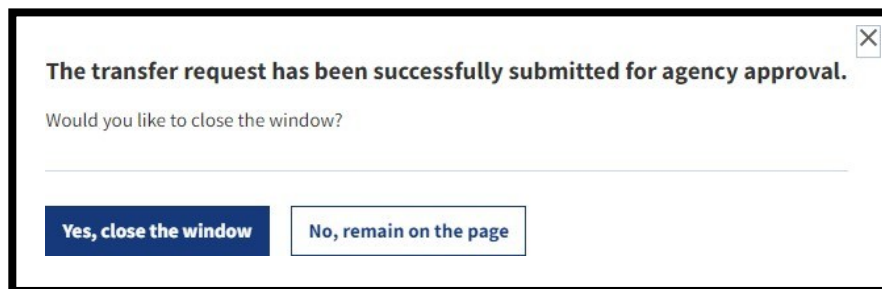


Figure 31: Submission Confirmation Message

8. Select **Yes, close the window** to close out of the Transfer Request and go to your *Dashboard*, or select **No, remain on page** to go to the [Transfer Request Summary](#) tab. This tab replaces the [Preview & Submit](#) page after the Transfer Request is submitted for agency approval. If you remain on this page, notice that the document's status changes to "Submitted for Agency Approval."

END.