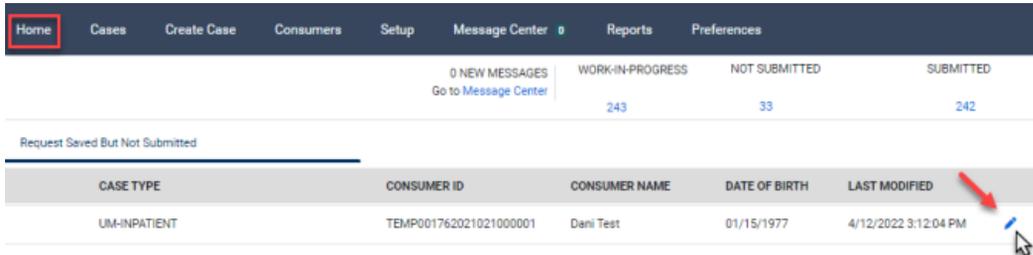


## Summary

If a request was started but not submitted, it will be listed as a Saved but Not Submitted Request on the home page. The instructions below describe how to complete the request.

### 1 Review Requests on Home Page

Review the requests listed as saved but not submitted. To complete, click the edit icon on the row of the desired request.



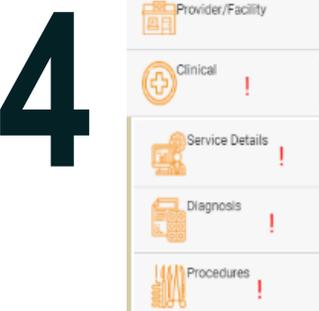
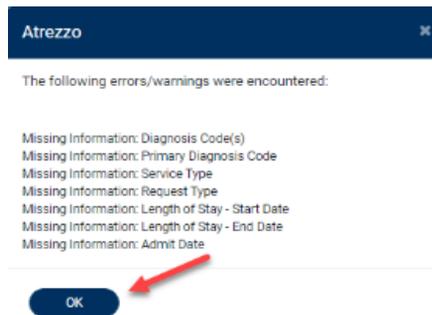
### 2 Add Required Information

On the case creation page, expand Clinical and review Service Details, Diagnosis, and Procedure sections to identify information necessary for submission.



### 3 Submit Request

Once all required fields are complete, click Submit. If any required fields are incomplete, a warning message will appear. Click **OK** to continue.



### 4 Review Required Fields

The case creation page will display **!** to identify which sections are missing required information. Expand each section with a **!** displayed.

Once required information is added, the **!** will disappear and the case can be submitted.