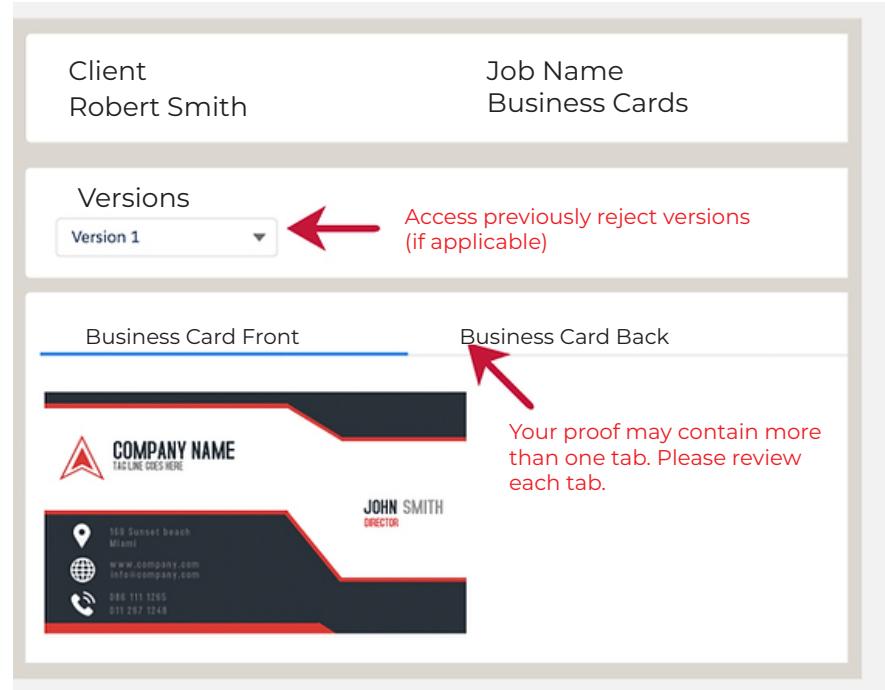


## REVIEW YOUR PROOF

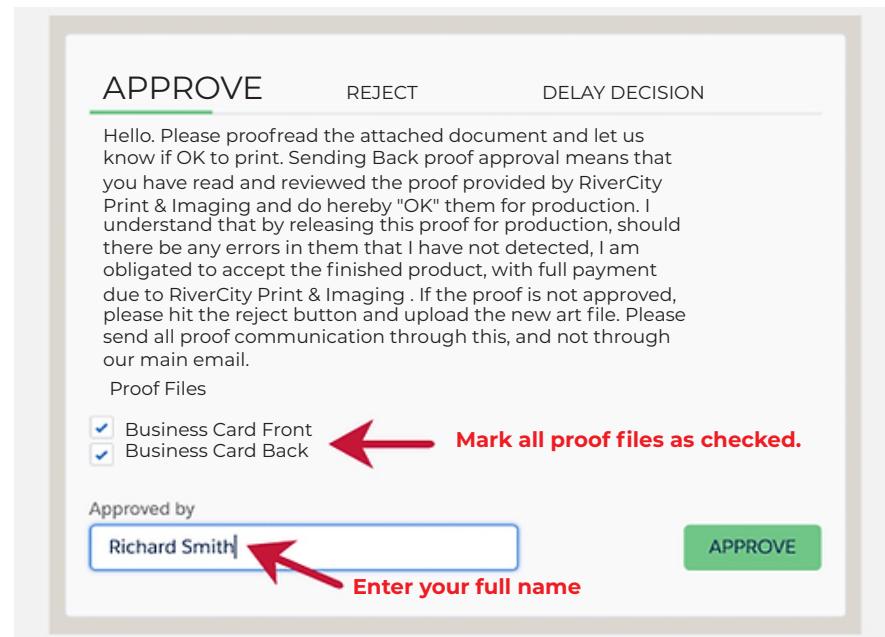
1. Please review your proof, keeping in mind that:
2. Your proof may contain more than one tab. Each tab shows a different artwork needing to be reviewed.
3. To access previously rejected versions, if applicable, use the **Versions** menu. (Previous versions cannot be approved or rejected)
4. If we provided you with a PDF proof, please download the file by clicking on the PDF's thumbnail.



## APPROVING THE PROOF

1. From the Approved tab, mark all **Proof Files** as checked, confirming that you've reviewed them all.
2. Enter your name on the Approved by text box.
3. Click on the **Approve** button.

*Note: Partial approvals are not allowed. You are required to approve all the files at once. If one or more proof files require revisions, please Reject the entire proof.*



# REJECTING THE PROOF

Need to make changes.

1. Access the **Reject** tab.
2. Describe the changes needed by using the provided text box. If you wish to share files, use the **Upload Files** option.
3. Enter your name on the **Rejected by** text box.
4. Click on the **Reject** button.

APPROVE **REJECT** DELAY DECISION

Write your change requests below. If you need to send us a file, use the Upload button.

Please change the grey color to a light tone of blue instead.

**Describe changes needed here.**

Attachment

Upload Files **To upload files, first select them click here. then click on upload.**

**Upload Files** Or drop files **Upload**

Rejected by

Robert Smith **Enter your full name**

**REJECT**

# DELAY YOUR DECISION

1. From the **Delay Decision** tab, select a future date. We will remind you again on this date.
2. Enter your name on the **Delayed by** text box.
3. Click on the **Delay** button.

APPROVE **REJECT** **DELAY DECISION**

I am not ready to make a decision at this time, please remind me again on:

**Select a future date**

Mar 11, 2021 **Select a future date**

Delayed by

Richard Smith **Enter your full name**

**DELAY**