Respond to a Clarification or Change Request - updated 02-17-21

Sometimes a reviewer will have questions or will require you to make corrections to your Certification.

In this case, you will receive a notification (and an email) requesting a clarification or a change.

The email notification will include a link to the Certification

![Email notification screenshot]

Read the email for details about the clarification or change request.

Click the email link to open the Certification.

**NOTE**: If you no longer have the email, login to the UVMClick-FCOI system and it will appear in your “My-Inbox.”

See the following User Guides for assistance on navigating to a Certification disclosure in “My Inbox”:

- How to Login
- My Inbox
- Navigation and Basic Tasks
- Completing and Submitting a Certification

Once you open the specific Certification, view the History tab for any review comments.
To update the Certification, click the **Edit Disclosures** button.

Make the requested changes in your Certification and click **Finish** on the last page.

Once you are ready to submit the change back to the reviewer, click the “**Submit Changes**” activity.

1. Click Submit Changes button

![Department Review: Response Pending](image)

2. You will get a pop-up that looks like this. In the Additional notes box, type your response to the reviewer. This is an optional step. You need not add additional notes if not relevant.

   Click **OK**. You can log off the system.

![Submit Changes](image)