

# Preparing requestors to use the GEMS online portal for the submission and ongoing management of Grant requests

**December 2020**

# Introduction

- Novartis will introduce GEMS, a new global cloud-based system for the submission and ongoing management of all Grant requests;
- From the date of launch, December 1, 2020, all requests must be submitted via the GEMS online portal accessed from [www.novartis.com](http://www.novartis.com) (for requests submitted to Podružnico Novartis Pharma Services Inc. v Sloveniji) or from [www.lek.si](http://www.lek.si) (for requests submitted to Lek d.d., član skupine Sandoz).
- The introduction of GEMS will make it easier for applicants to submit and manage their requests and for Novartis to review and potentially approve them more quickly;
- This deck provides Grant requestors with the information they need to use GEMS once it is available.

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# Section 1

**Registering on the portal**

# Registering on the portal

**GEMS**  
Grants, External Studies and  
Managed Access System

**NOVARTIS**  
Reimagining Medicine

First time user? [Create your password](#)

Please Log In

\* Email Address:

\* Password:  Show password

[LOG IN](#)

[Forgot your password?](#)

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

[Need Support?](#)

[TERMS OF USE](#) [PRIVACY AND COOKIES POLICY](#) [CONTACT US](#) Copyright © Novartis 2020

## Step 1

- Click on **Create a Password** at the top of the screen

# Registering on the portal

PLEASE NOTE: Any field marked with a \* (red asterisk) is mandatory for completion

For US organizations-It's not required to be a 501(c)(3) non-profit organization to submit a request. However, you must enter Tax ID.

\* First Name:

\* Last Name:

\* Telephone Number:

\* E-mail Address:  Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.

\* Password:  The password must be between 6 and 16 characters long and consist of letters, numbers, or any of the following special characters: '@!#\$%&'. The password "password" is not valid.

\* Confirm Password:

\* Organization Name:  Enter the legal name of the organization for which you are applying.

Zip/Postal Code:

\* Organization Country:

## IRS AND/OR NCES Information

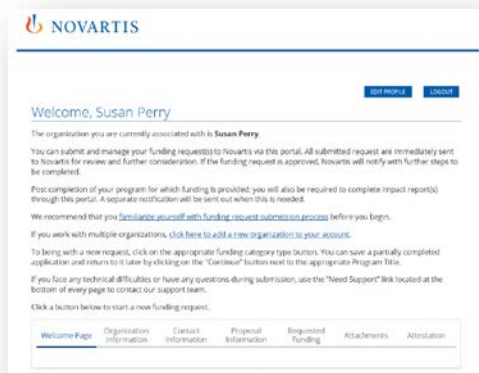
Tax ID/Charity ID (if applicable):  Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5550. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty.

School District ID (U.S. Pre-K-12 public schools and public school districts only):  For U.S. public schools, the District ID should be the first 7 digits of a 12 digit National Center for Education Statistics (NCES) School ID. If you do not know the school's NCES information, please visit the [NCES](#) website.

## Step 2

- Select your Region from the drop-down box
- Please include your local country code with your telephone number
- Complete the remaining Registration Information and, if appropriate, the IRS AND/OR NCES Information
- Click **Submit**.
- An activation email will be sent to the email address you have given. This can be either your organization email address or a personal email address. Click on the link contained in the email to proceed.
- If you do not see an activation email in your inbox, please check your junk / spam or trash folder for a message from [donotreply@cybergrants.com](mailto:donotreply@cybergrants.com). If you still cannot locate the activation email, please click on the link given on the registration page **Click here to send a new activation email**

# Registering on the portal



## Step 3

- Once registered, you have access to your own Welcome Page.
- If you have made requests in the past, these will show on the dashboard on your Welcome Page. If you have not submitted any past requests, the dashboard will be blank.
- Going forward, you can use the dashboard to manage all ongoing requests and submit new ones.

# Section 2

## Submitting a new request



# Submitting a new request

Welcome, Susan Perry

The organization you are currently associated with is **Susan Perry**.

You can submit and manage your funding request(s) to Novartis via this portal. All submitted request are immediately sent to Novartis for review and further consideration. If the funding request is approved, Novartis will notify with further steps to be completed.

Post completion of your program for which funding is provided, you will also be required to complete impact report(s) through this portal. A separate notification will be sent out when this is needed.

We recommend that you **familiarize yourself with funding request submission process** before you begin.

If you work with multiple organizations, **click here to add a new organization to your account**.

To begin with a new request, click on the appropriate funding category type button. You can save a partially completed application and return to it later by clicking on the "Continue" button next to the appropriate Program Title.

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

Click a button below to start a new funding request.

Welcome Page	Organization Information	Contact Information	Proposal Information	Requested Funding	Attachments	Attestation
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Click a button below to start a new application

Grants MedEd Sponsorship/Membership Donations

## Step 1

- Please refer to the **Familiarize yourself with funding request submission process** PDF if you are making your first application
- If you work with multiple organizations and you are making the first application for a new organization, please use the link **click here to add a new organization to your account**. You will be asked to select organization's region and complete basic contact information. For US organizations, you are also required to complete the Tax ID / Charity ID code.

# Submitting a new request

Welcome, Susan Perry

The organization you are currently associated with is **Susan Perry**.

You can submit and manage your funding request(s) to Novartis via this portal. All submitted request are immediately sent to Novartis for review and further consideration. If the funding request is approved, Novartis will notify with further steps to be completed.

Post completion of your program for which funding is provided, you will also be required to complete impact report(s) through this portal. A separate notification will be sent out when this is needed.

We recommend that you [familiarize yourself with funding request submission process](#) before you begin.

If you work with multiple organizations, [click here to add a new organization to your account](#).

To begin with a new request, click on the appropriate funding category type button. You can save a partially completed application and return to it later by clicking on the "Continue" button next to the appropriate Program Title.

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

Click a button below to start a new funding request.

Click a button below to start a new application

Grants MedEd Sponsorship/Membership Donations

## Step 2

- Depending on the type of request, select either the **Grants**, **Sponsorship or Donation** button at the bottom of your Welcome Page

Grants	Sponsorships/ Memberships – not available	Donations – not available
Unsolicited, independently requested monetary contribution for a specified purpose to support medical / scientific research, education, policy initiatives, and patient advocacy activities where Novartis will receive no benefit. Grants will not be provided to political parties	Monetary contributions provided by Novartis under which the sponsored party provides a benefit to Novartis in return for the payment	Contributions provided by Novartis for an altruistic and specified purpose to enhance healthcare in general, or to support communities in which Novartis associates have a presence.

# Submitting a new request

**GEMS**  
Grants, External Studies and  
Managed Access System

**NOVARTIS**  
Reimagining Medicine

Welcome Page Organization Information Contact Information Proposal Information Requested Funding Attachments Attention

Organization Information

Please ensure your user-profile is up-to-date and reflects accurate profile information (including organization type)

\* Organization Legal Name Susan Perry

\* Country United Kingdom

\* Address Bldg End

Address 2

\* City London

Province

Zip/Postal Code

\* E-mail Address susan@data-bridge.co.uk

\* Telephone 01799404322

## Step 3

- Review the auto-completed information (taken from the Registration information) and add any further information you may have.
- Once complete, select **Save and Proceed** to move to the next tab. This will also ensure the content is saved should you need to return to the request.
- You will be able to see your progress on the dashboard shown at the top of each page. You can use the headings on the dashboard to move around within the application and you not have to complete one section before moving to another. However, to avoid losing any page entries made, you must click **Save and Proceed** before leaving any page.

# Submitting a new request

**GEMS**  
Grants, External Studies and  
Managed Access System

**NOVARTIS**  
Reimagining Medicine

Logout

Welcome Page Organisation Information **Contact Information** Proposal Information Requested Funding Attachments Activation

Contact Information

Check the box to link the contact person with this request or create a new Contact Person using the 'Create New' button. \* indicates required field

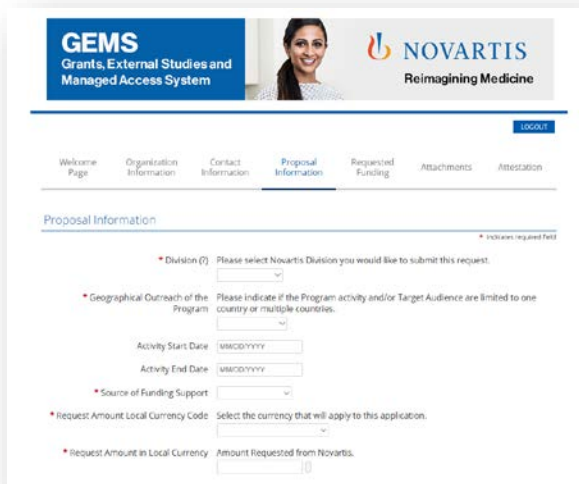
<input type="checkbox"/>	Match: Check the box to associate this individual with this application.	Name: <u>SUSAN PERRY</u> Telephone Number: 07799404002 E-mail Address: susan@novartis.co.uk Contact Type: Primary Contact
<input type="checkbox"/>	Match: Check the box to associate this individual with this application.	Name: <u>SUSANPERRY@NOVARTIS.CO.UK</u> Telephone Number: 06776 E-mail Address: susanperry@hotmail.com Contact Type: Primary Contact
<input type="checkbox"/>	Match: Check the box to associate this individual with this application.	Name: <u>(Unknown)</u> Telephone Number: 07799404002 E-mail Address: Contact Type:

SAVE AND PROCEED CREATE NEW

## Step 4

- Check the box which relates to your Contact Details. There may be more than one box, in which case ensure you select the correct box as these will become your primary contact details.
- Select **Save and Proceed** to move to the next tab.
- You can also upload any additional documents that can support your application. Following any upload, please ensure that you select the 'Close window' button to return to the application.

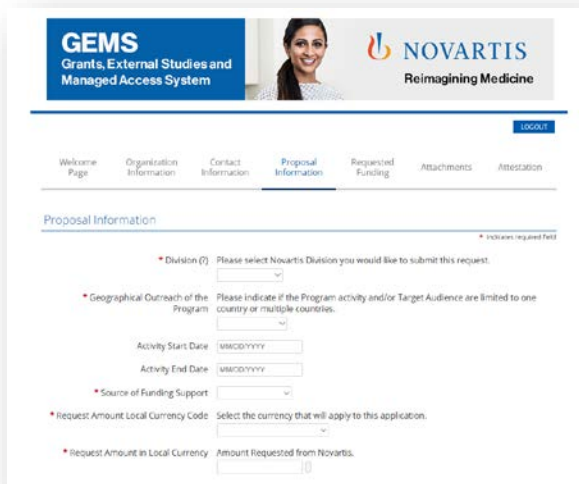
# Submitting a new request



## Step 5

- Complete all required information on the **Proposal Information** tab, including **Program Details** and **Event Details** (if appropriate). A (?) to the right of any field title indicates that further explanation of the field requirement is available by clicking on the (?) icon.
- **Geographical Outreach of the Program:** to select multiple items from a list, hold down the CTRL button on your keyboard and select the locations that you would like to highlight.
- **Program start date** (US date format: MM/DD/YYYY): this is the planned 'Day One' date when you intend to start working on your program.
- **Program end date** (US date format: MM/DD/YYYY): this is the planned date you expect to close your program following completion.

# Submitting a new request



The screenshot shows the GEMS web application interface. The header includes the GEMS logo (Grants, External Studies and Managed Access System), a user profile picture, and the Novartis logo (Reimagining Medicine). A navigation bar contains links: Welcome Page, Organization Information, Contact Information, Proposal Information (active), Requested Funding, Attachments, and Assessment. A 'LOGOUT' button is also present. The 'Proposal Information' section contains several form fields with red asterisks indicating required fields:

- Division (?)**: Please select Novartis Division you would like to submit this request. (Dropdown menu)
- Geographical Outreach of the Program**: Please indicate if the Program activity and/or Target Audience are limited to one country or multiple countries. (Dropdown menu)
- Activity Start Date**: (Date input field, format MM/DD/YYYY)
- Activity End Date**: (Date input field, format MM/DD/YYYY)
- Source of Funding Support**: (Dropdown menu)
- Request Amount Local Currency Code**: Select the currency that will apply to this application. (Dropdown menu)
- Request Amount in Local Currency**: Amount Requested from Novartis. (Text input field)

## Definitions:

- **Independent Medical Education Program:** An Independent Medical Education Program is generally defined as education for healthcare professionals (HCPs) provided by an independent educational provider, such as a community hospital, academic center, society/association or medical education and communication company.
- Select **Save and Proceed** to move to the next tab.

# Submitting a new request

**GEMS**  
Grants, External Studies and  
Managed Access System

**NOVARTIS**  
Reimagining Medicine

Welcome Page Organization Information Contact Information Proposal Information **Requested Funding** Attachments Approval

Requested Funding

Line Item	Category	Sub-Category	Description/Details of Spend	Estimated Total Program Cost	Currency
1	Out of Pocket Expenses	Advertising			EUR
Grand Total				0	

[Add Line Item](#)

[Save and Proceed](#)

[Need Support?](#)

## Step 6

- If the application is for Sponsorship or a Donation, you will move straight to the Upload Attachments screen. However, if the application is for a Grant, the next screen for completion will ask for further detail around the **Requested Funding**.
- Drop-down boxes are provided from which to select relevant options.
- Dependent on which category is selected, a selection of sub-categories will be provided in a drop-down list.
- An open field box is provided for **Description / Details of Spend**.
- Fill in the **Estimated Total Program Cost**. This should match the figure entered in **Total Program Cost** under **Program Details** in the Proposal Information section. (Please do not use commas when entering figures.)
- Should you wish to add a further line item, click **Add Line Item**.
- Click **Save and Proceed**.

# Submitting a new request

**GEMS**  
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**NOVARTIS**  
Reimagining Medicine

Logout

Welcome Page Organization Information Contact Information Proposal Information Requested Funding **Attachments** Accreditation

Attachments

\* Indicates required field

- \* Formal Letter of Request **UPLOAD FILE**
- \* Full Program Proposal **UPLOAD FILE**
- Program Objectives **UPLOAD FILE**
- Agenda **UPLOAD FILE**
- Needs Assessment **UPLOAD FILE**
- Outcomes Measurement Plan **UPLOAD FILE**
- Other Supporting Documents **UPLOAD FILE**
- Additional Comments

## Step 7

- This page may vary in appearance, depending on whether the application is for a Grant, Sponsorship or Donation.
- If the application is for a Grant or Sponsorship, this requires the mandatory upload of a **Formal Letter of Request** as well as a **Full Program Proposal**.
- If the application is for a Donation, the only mandatory upload is for a **501(c)(3) Determination Letter** which identifies an organization's tax-exempt status.
- To upload a document, click the blue **Upload File** button. A pop-up window will appear with instructions on locating the correct file.
- Once located click the **Upload File** instruction in the pop-up window to upload the selected file.
- Following upload, click **Close window**.



# Submitting a new request

**GEMS**  
Grants, External Studies and  
Managed Access System

**NOVARTIS**  
Reimagining Medicine

Logout

Welcome Page Organisation Information Contact Information Proposal Information Requested Funding **Attachments** Activation

Attachments


\* indicates required field

- \* Formal Letter of Request
- \* Full Program Proposal
- Program Objectives
- Agenda
- Needs Assessment
- Outcomes Measurement Plan
- Other Supporting Documents
- Additional Comments

## Step 7 contd.

- Other mandatory documentation may be required, depending on the nature of the application. This might include:
  - W-8 W-9 Form (US only)
  - Operating Budget
  - Audited Financial Statement
- Further non-mandatory documents can be uploaded and there is an open field dialogue box for **Additional Comments**.

# Submitting a new request



The screenshot displays the GEMS web application interface. At the top, there is a header with the GEMS logo (Grants, External Studies and Managed Access System) on the left, a profile picture of a woman in the center, and the NOVARTIS logo (Reimagining Medicine) on the right. Below the header is a navigation bar with tabs: Welcome Page, Organization Information, Contact Information, Proposal Information, Requested Funding, Attachments, and Attestation. The Attestation tab is currently selected. The main content area is titled 'Attestation' and contains several paragraphs of text regarding the submission of proposals and the requirement to provide accurate and complete information. There are two checkboxes: 'I confirm to the statement above' (which is checked) and 'I acknowledge that any real, potential or perceived conflicts of interest are described here: (?)'. Below the second checkbox is a text input field with a placeholder '(4000 character maximum)'. At the bottom of the form is a blue button labeled 'SAVE AND PROCEED'.

## Step 8

- The final page is for the **Attestation**.
- An open field dialogue box is available for the declaration of any conflicts of interest.
- Click **Save and Proceed**.

# Submitting a new request

**GEMS**  
Grants, External Studies and  
Managed Access System

**NOVARTIS**  
Reimagining Medicine

### Review Your Application

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to Novartis and you will then be unable to perform further editing.

#### Organization Information

Please ensure your user profile is up-to-date and reflects accurate profile information (including organization type)

\* Organization Legal Name Susan Perry

\* Country United Kingdom

\* Address Bridge End

Address 2

\* City London

Province

Zip/Postal Code

\* E-mail Address susan@startacalligae.co.uk

\* Telephone 07799404002

Fax

Website Address

## Step 9

- The final page requests a review of the application information
- If there are no changes to be made, click Submit. Please note that once submitted, no further changes can be made to the request.
- The information submitted can be viewed by selecting **View** for the relevant request on the **Welcome Page**.

# Section 3

## Managing a request

# Request review process

To begin with a new request, click on the appropriate funding category type button. You can save a partially completed application and return to it later by clicking on the "Continue" button next to the appropriate Program Title.

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

Click a button below to start a new funding request.

Welcome Page	Organization Information	Contact Information	Proposal Information	Requested Funding	Attachments	Attestation
--------------	--------------------------	---------------------	----------------------	-------------------	-------------	-------------

Click a button below to start a new application

[Grants MedEd](#) [Sponsorship/Membership](#) [Donations](#)

[Pending Impact Report](#)

Action	Project Title	Report Type	Report Due Date
Due	8j	Grants Outcome Report	12/05/2019
Due	8j	Grants Transparency Report	02/08/2020

[Submitted Requests](#)

Action	Project Title	Application Date	Proposal Type	Application Amount	Status
View	8j	06/26/2019	Grant Application	500.00 GBP	Approved

[Need Support?](#)

## Step 1

- When the request has been assigned to a Request Owner in the Novartis Medical team, the status will change to **Pending** to show that the review and approval process has started.
- If further information is required to support your request, you will be contacted by the Request Owner. Please respond to any request for further information as soon as possible. We will send two reminders after the initial request and then cancel your submission if you fail to respond.
- If your Grant Request is then approved, the status will change to **Approved**.
- If your Request is denied, you will receive an email from the Novartis reviewer informing you about the decision and reason why we cannot support your request. The status will change to **Denied**.
- We will do all we can to respond to your request as quickly as possible.

# Submitting Impact Reports (Grants only)

To begin with a new request, click on the appropriate funding category type button. You can save a partially completed application and return to it later by clicking on the "Continue" button next to the appropriate Program Title.

If you face any technical difficulties or have any questions during submission, use the "Need Support" link located at the bottom of every page to contact our support team.

Click a button below to start a new funding request:

Welcome Page	Organization Information	Contact Information	Proposal Information	Requested Funding	Attachments	Attestation
--------------	--------------------------	---------------------	----------------------	-------------------	-------------	-------------

Click a button below to start a new application

[Grants Modified](#) [Sponsorship/Membership](#) [Donations](#)

### Pending Impact Report

Action	Project Title	Report Type	Report Due Date
<a href="#">Due</a>	<a href="#">Rj</a>	Grants Outcome Report	12/05/2019
<a href="#">Due</a>	<a href="#">Rj</a>	Grants Transparency Report	02/08/2020

### Submitted Requests

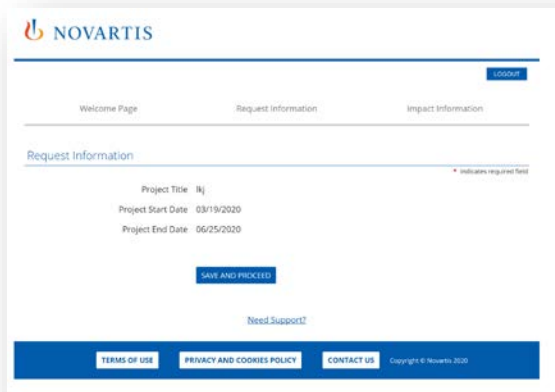
Action	Project Title	Application Date	Proposal Type	Application Amount	Status
<a href="#">View</a>	<a href="#">Rj</a>	06/26/2019	Grant Application	500.00 GBP	Approved

[Need Support?](#)

## Step 2

- As your approved Grant program progresses, you will be prompted to submit Impact Reports.
- All Grant applicants will be requested to complete outcomes and transparency reports.
- These will appear under a **Pending Impact Report** section. Click the blue **Due** to the left-hand side.

# Submitting Impact Reports (Grants only)



The screenshot shows the Novartis website's 'Request Information' form. At the top, the Novartis logo is on the left, and a 'Logout' button is on the right. Below the logo, there are three tabs: 'Welcome Page', 'Request Information' (which is active), and 'Impact Information'. The 'Request Information' tab is highlighted with a blue underline. The form contains the following fields: 'Project Title' with the value 'Nj', 'Project Start Date' with the value '03/19/2020', and 'Project End Date' with the value '06/25/2020'. A small asterisk with the text '\* indicates required field' is next to the 'Project Title' field. Below the form fields is a blue button labeled 'SAVE AND PROCEED'. At the bottom of the form, there is a link that says 'Need Support?'. The footer of the page is a dark blue bar containing links for 'TERMS OF USE', 'PRIVACY AND COOKIES POLICY', and 'CONTACT US', followed by the text 'Copyright © Novartis 2020'.

## Step 3

- The first screen to appear shows the Request Information for you to check that you are viewing the correct Project.
- Confirm by clicking Save and Proceed.

# Submitting Impact Reports (Grants only)

NOVARTIS

Welcome Page Request Information Impact Information

Impact Information

\* Were any Novartis funds from this request used for transfer of value and/or direct and indirect payments that require reporting to relevant authorities?

SAVE AND PROCEED

Need Support?

TERMS OF USE PRIVACY AND COOKIES POLICY CONTACT US Copyright © Novartis 2020

## Step 4

- The next screen will request information relevant to the Impact Report. Complete the necessary information and / or select the appropriate answer from the drop-down menu.
- Depending on the answers given, additional details may be required. Complete as necessary.
- Confirm by clicking **Save and Proceed**.

NOVARTIS

Welcome Page Request Information Impact Information

Impact Information

\* Were any Novartis funds from this request used for transfer of value and/or direct and indirect payments that require reporting to relevant authorities?

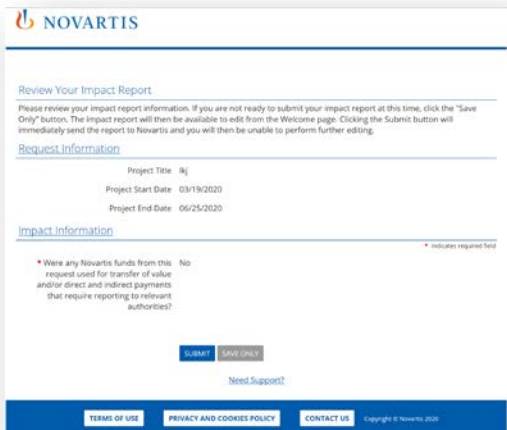
SAVE AND PROCEED

Need Support?

TERMS OF USE PRIVACY AND COOKIES POLICY CONTACT US Copyright © Novartis 2020



# Submitting Impact Reports (Grants only)

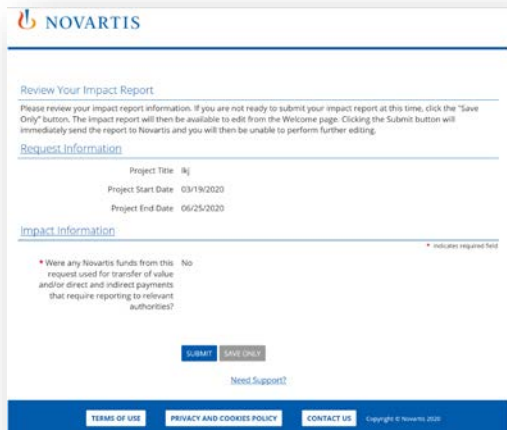


The screenshot shows the 'Review Your Impact Report' page on the Novartis website. At the top is the Novartis logo. Below it, the heading 'Review Your Impact Report' is followed by a paragraph: 'Please review your impact report information. If you are not ready to submit your impact report at this time, click the "Save Only" button. The impact report will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the report to Novartis and you will then be unable to perform further editing.' There are two links: 'Request Information' and 'Impact Information'. Under 'Request Information', there are three fields: 'Project Title' with the value 'HJ', 'Project Start Date' with the value '03/19/2020', and 'Project End Date' with the value '06/25/2020'. Under 'Impact Information', there is a question: 'Were any Novartis funds from this request used for transfer of value and/or direct and indirect payments that require reporting to relevant authorities?' with a 'No' response. A small asterisk indicates a required field. At the bottom of the form are two buttons: 'SUBMIT' and 'SAVE ONLY'. Below these buttons is a link: 'Need Support?'. At the very bottom of the page is a blue footer bar containing links for 'TERMS OF USE', 'PRIVACY AND COOKIE POLICY', and 'CONTACT US', along with the copyright notice 'Copyright © Novartis 2020'.

## Step 5

- Finally, review the information given carefully. It is important to note that once submitted, the form will not be editable.
- If all information is correctly completed, click **Submit**.
- The applicant has 90 days in which to complete the reports from the date of notification.

# Submitting Impact Reports (Grants only)



The screenshot shows the 'Review Your Impact Report' page on the Novartis website. At the top is the Novartis logo. Below it, the heading 'Review Your Impact Report' is followed by a paragraph: 'Please review your impact report information. If you are not ready to submit your impact report at this time, click the "Save Only" button. The impact report will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the report to Novartis and you will then be unable to perform further editing.' There are two links: 'Request Information' and 'Impact Information'. Under 'Request Information', there are three fields: 'Project Title' with the value 'IKJ', 'Project Start Date' with the value '03/19/2020', and 'Project End Date' with the value '06/25/2020'. Under 'Impact Information', there is a question: 'Were any Novartis funds from this request used for transfer of value and/or direct and indirect payments that require reporting to relevant authorities?' with a 'No' response. A small asterisk indicates a required field. At the bottom of the form are two buttons: 'SUBMIT' and 'SAVE ONLY'. Below these buttons is a link 'Need Support?'. At the very bottom of the page is a blue footer bar containing links for 'TERMS OF USE', 'PRIVACY AND COOKIE POLICY', and 'CONTACT US', along with the copyright notice 'Copyright © Novartis 2020'.

## Step 5

- Finally, review the information given carefully. It is important to note that once submitted, the form will not be editable.
- If all information is correctly completed, click **Submit**.
- You have 90 days in which to complete the reports from the date of notification.

# Section 4

## Additional information

# Benefits of GEMS

Easier  
submission of  
applications

Ability to  
manage the  
application  
process in  
one place

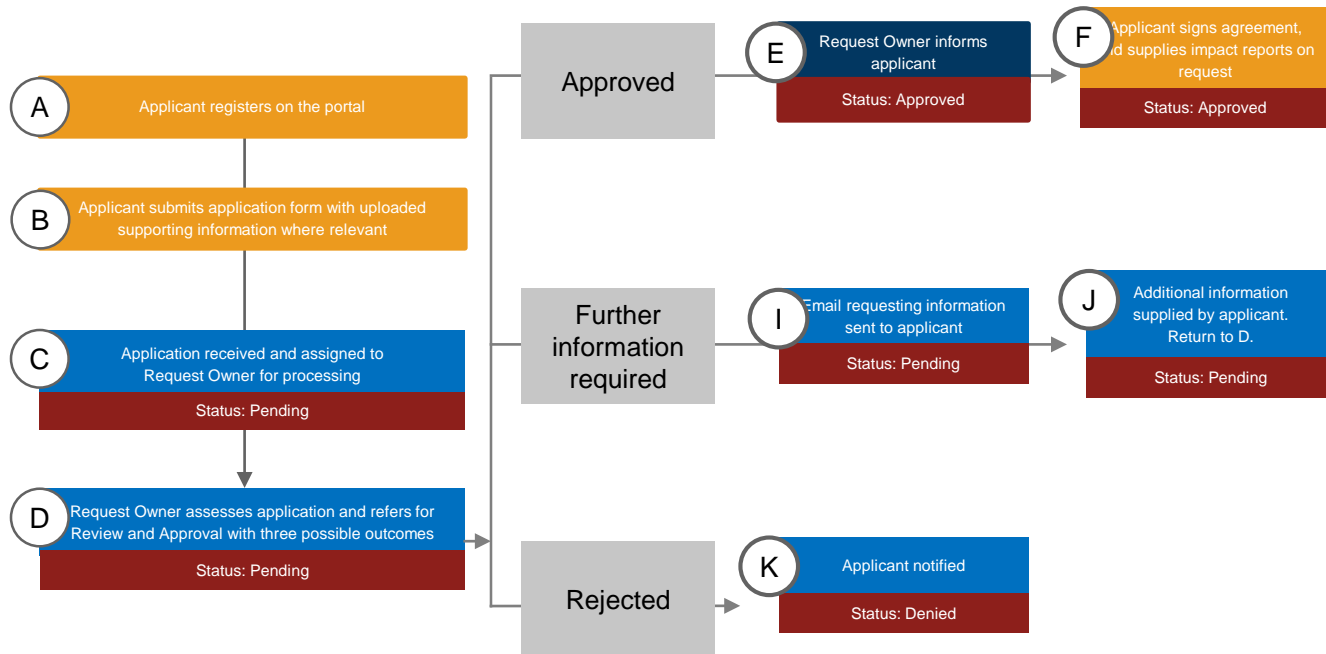
Quicker  
review and  
approval of  
applications  
by Novartis

Application  
can be made  
from any  
device

# Arrangements for transition

Scenario	Initial application
Application submitted prior to GEMS launch date (regardless of whether or not it is approved).	<ul style="list-style-type: none"><li>• Your application will automatically be migrated to GEMS.</li><li>• You will receive an email containing the access code and quick registration URL (different to the primary URL) and should follow instructions to reach the application.</li><li>• You should then manage your application via this portal until it closes</li><li>• Please check your SPAM folder and add gems sender to your address book so it does not get marked as spam in the future.</li></ul>
Application submitted (by email) after GEMS launch date	<ul style="list-style-type: none"><li>• You will need to re-submit your application using GEMS</li></ul>
Attestation requested by Novartis using existing paper-based system prior to GEMS launch date	<ul style="list-style-type: none"><li>• You can sign and return the attestation to Novartis in paper form.</li></ul>
Attestation requested by Novartis after GEMS launch date via email	<ul style="list-style-type: none"><li>• If you have a GEMS account, you will receive the request in the form of a GEMS impact report.</li><li>• If you do not have an account, we will send the request for attestation by email and you can attest by replying to this mail.</li></ul>

# Overall approval flow





Thank you