

Request Assistance

To ask for assistance with a document in your Work Area or a task in your Inbox, select the **Ask** option for the item. Select one or more reasons for why you are asking for assistance from the **Reason(s)** dropdown. You can remove a reason from the Reason(s) field by selecting the 'X' next to the reason.

Once you have selected one or more reasons you need to add comments to the comment field so that the **Document Specialist** who receives your request for assistance can better help you.

When the Document Specialist has responded to your request for assistance, their reply will show up in your Inbox.