Reprinting a Transmittal

If a [Transmittal](#) is lost before it can be used, follow these steps to re-generate it :

1. Go to your Work Area.
2. Select **Expected** in the Document Status section of the ["Narrow Choices"](#) panel.
3. Use the remaining "Narrow Choices" options to find the [Expected Document](#) that matches the transmittal you need to re-print.
4. Click the gear icon for the Expected Document that matches the transmittal you need to re-print.
5. Select **Generate Transmittal.**

The transmittal will be generated and downloaded in your browser.

NOTE: If you change any metadata on the expected document, any existing transmittals for that expected document are no longer valid and must be re-printed.