

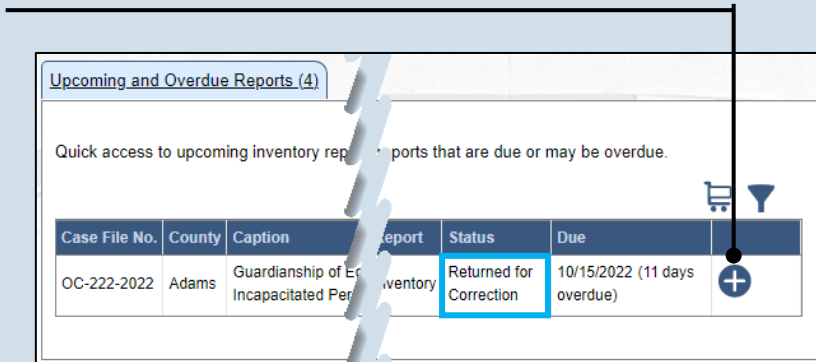


# How to Resubmit a Filing that was Returned for Corrections

➤ This reference guide assumes you have received a notification indicating that a filing has been returned for corrections and have reviewed the comments.

## 1. Access the report that needs correction

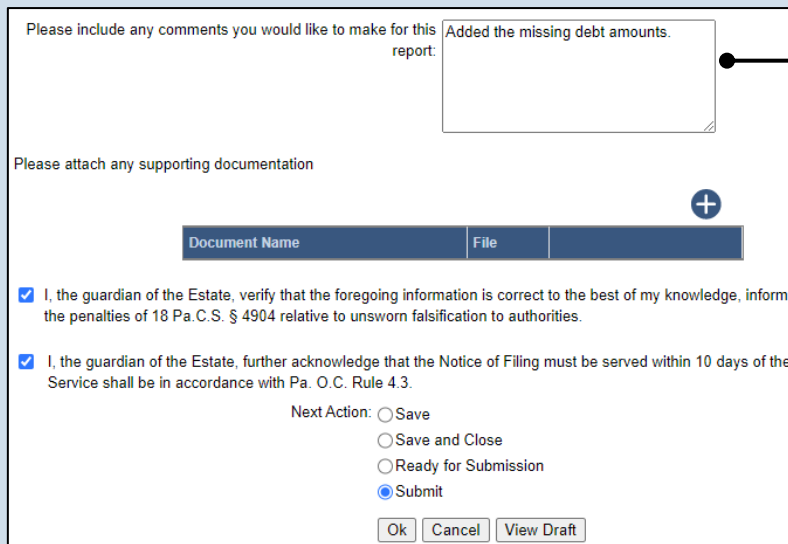
In the Upcoming and Overdue Reports section of your Dashboard, look for the report with a **Status** of 'Returned for Correction'. Click the Create Returned for Correction Report icon.



## 3. Submit the filing

Choose from one of the following options to determine how to proceed, then click OK.

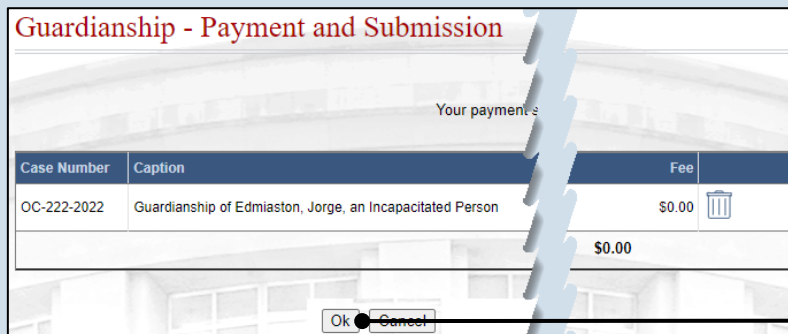
Option 1: To submit this filing, click the **Submit** radio button. This button is only available to those with the authority to submit reports in GTS.



## 2. Make the necessary corrections

**Tip** The report does not display the reason it was returned for correction. Refer to the notification you received for this information.

Option 2: If you do not have authority to submit a report in GTS and it must be reviewed by someone else prior to submission, select the **Ready for Review** radio button (not pictured).



## 4. Complete the payment screen

Click the OK button.

**Tip** If your filing required payment, you do not have to submit payment again.