

## Transfer Request: Submit for Agency Approval

This job aid provides guidance on how to submit your request for agency approval once your request has been drafted or if it has been returned.

This job aid applies to Transfer Requests in Draft or Returned status only.

First use the following steps to access, review, and make changes to your request if necessary.

1. Click the **Preview and Submit** tab.
2. Review the **information** displayed on the tab.
3. Click the **plus (+) symbol** to expand a section and the **minus (-) symbol** to collapse a section as needed.
4. Click **Edit** (to the right of a section header) to make changes in a section.
5. Click **Save Changes**. The Preview & Submit tab should appear.
6. Click **Submit for Agency Approval** to submit the Transfer Request to the Approving Official.

A confirmation message that says, "The transfer request has been successfully submitted for agency approval. Would you like to close this window?" appears.

At this point, you can either click:

- **Yes, close the window** to close out of the Transfer Request and go to your **Dashboard**, or
- **No, remain on page** to go to the **Transfer Request Summary** tab.

The **Transfer Request Summary** tab replaces the **Preview & Submit** tab once the Transfer Request is submitted for agency approval, and the status of the Transfer Request changes to **Submitted for Agency Approval**.