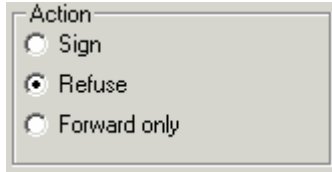# *REFUSE A DOCUMENT*

This is a 3-part function. All 3 parts must be completed before a document can be refused.

I. ACTION

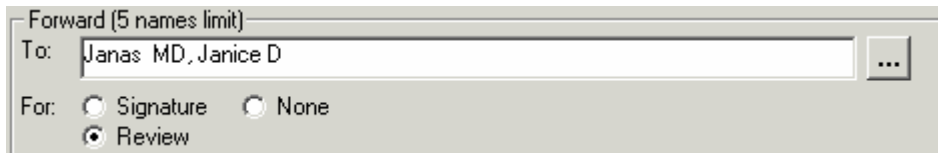Select **Refuse.**

II. FORWARD

1. Select **Review.** The "To" field becomes active.
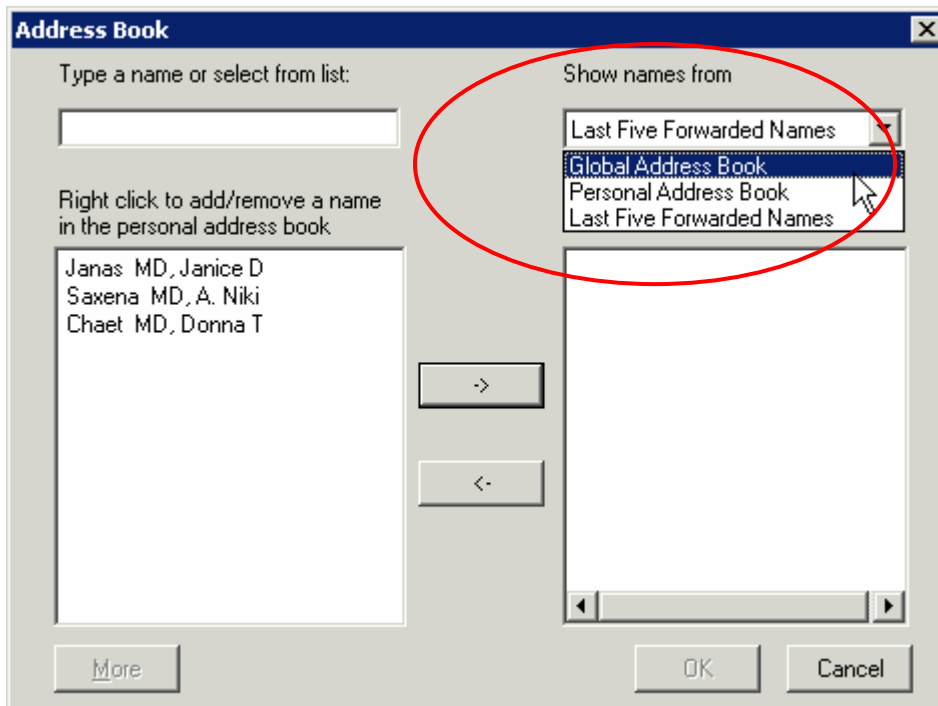
2. Delete any names previously entered in the "To" field.

3. Click the ellipses button .

4. Select **Global Address Book.**

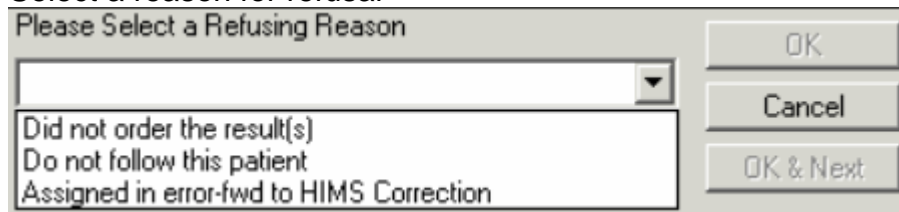## *REFUSE A DOCUMENT (continued)*

5. Type "HIMS". The HIMS users appear. *Do not press "Enter" after typing HIMS.*
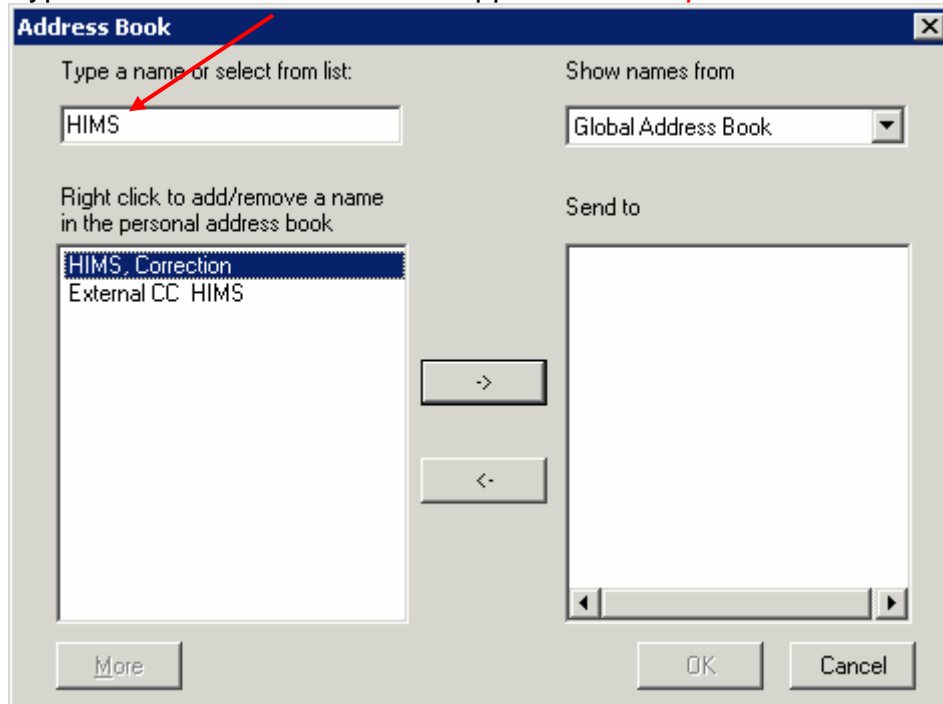
6. Select **HIMS, Correction,** and click the right arrow button.

7. Click **OK.**

III. REASON

1. Select a reason for refusal

2. The **OK** and **OK & Next** buttons become active. Click either button.

3. Click **Cancel** to return to the In Box.

4. Click the **As Of** [As Of 10:06 PDT] button. The document(s) should disappear from In Box and will automatically be removed from your deficiencies.