

When viewing policy information, the “Case Summary” tab opens as the default:

- 7 | Click “Requirements” to view all requirements for case, including status of Tele-Interview
- 8 | Click the image icon to view or download received images
- 9 | Click “Tele-Interview” requirement name to view status
- 10 | Click “Sub-Status” link to open *TPP – Sub Status History* window (image below) for more details about Tele-Interview status
- 11 | Click “Close” to return to the Workbench

Notes

- Submit only PDF or TIF files for work items
- Submit work items under the original task posted; do not use follow up work items as they are only posted as a reminder
- Do not use email to respond to workbench requests
- Delivery requirements can be submitted in the Workbench for Vantage Term products only. Submit all other product line requirements using email submission boards.