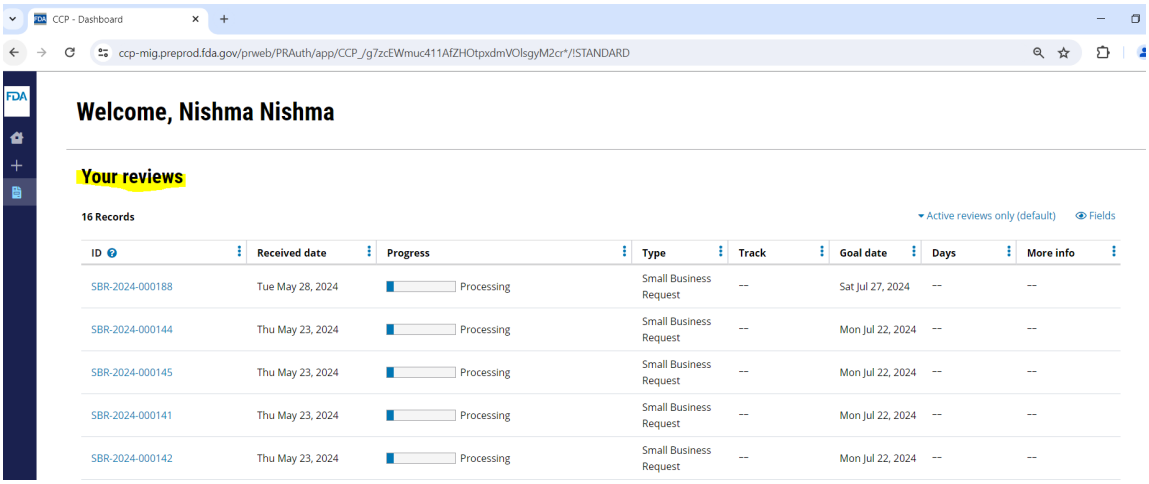
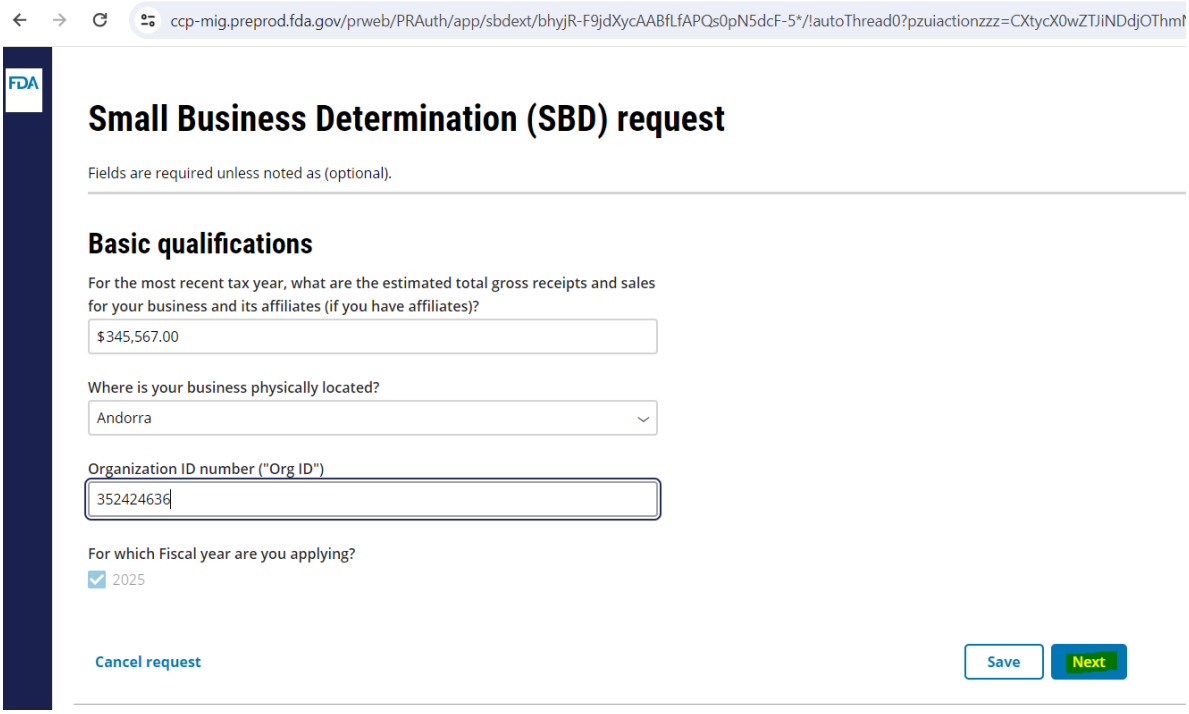
CCP Home Page - Your Reviews Section (Industry user will be provided access upfront for CCP application)

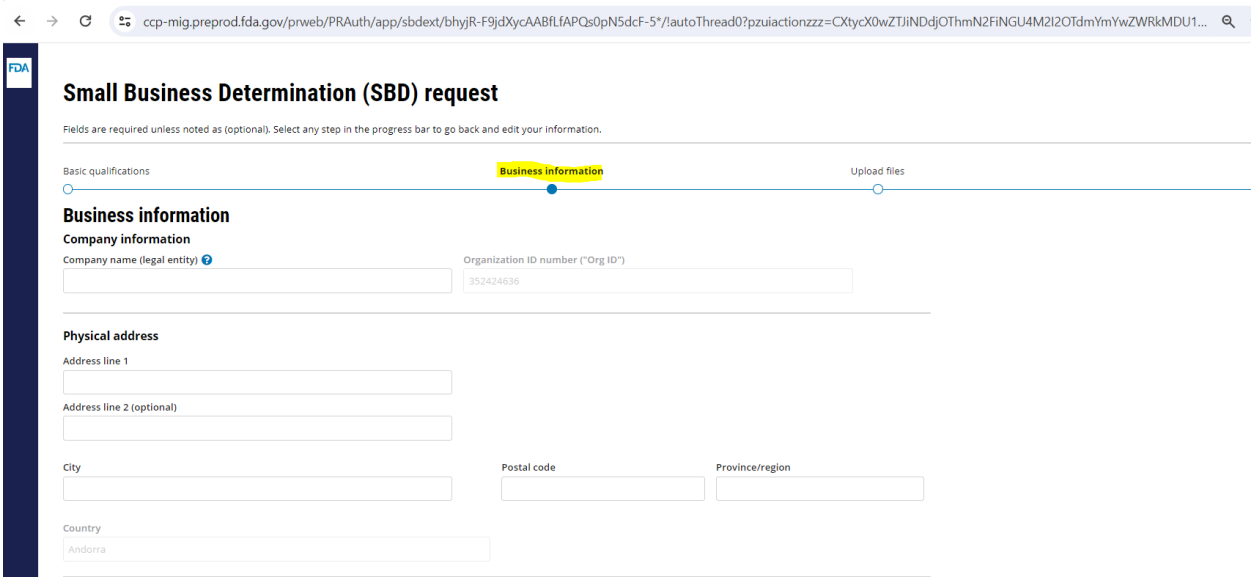


Click Start for Small Business Determination(SBD) request

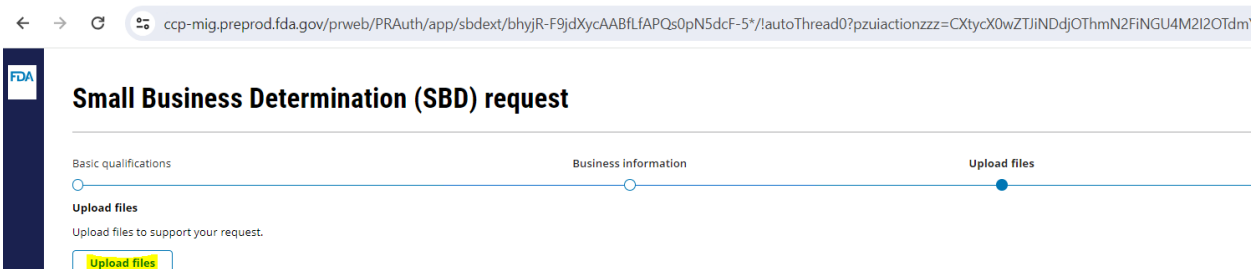
Navigates to Basic Qualification Section- Enter $ amount, select country name from the drop down, enter unique Org ID and click Next to continue or Save to save the draft



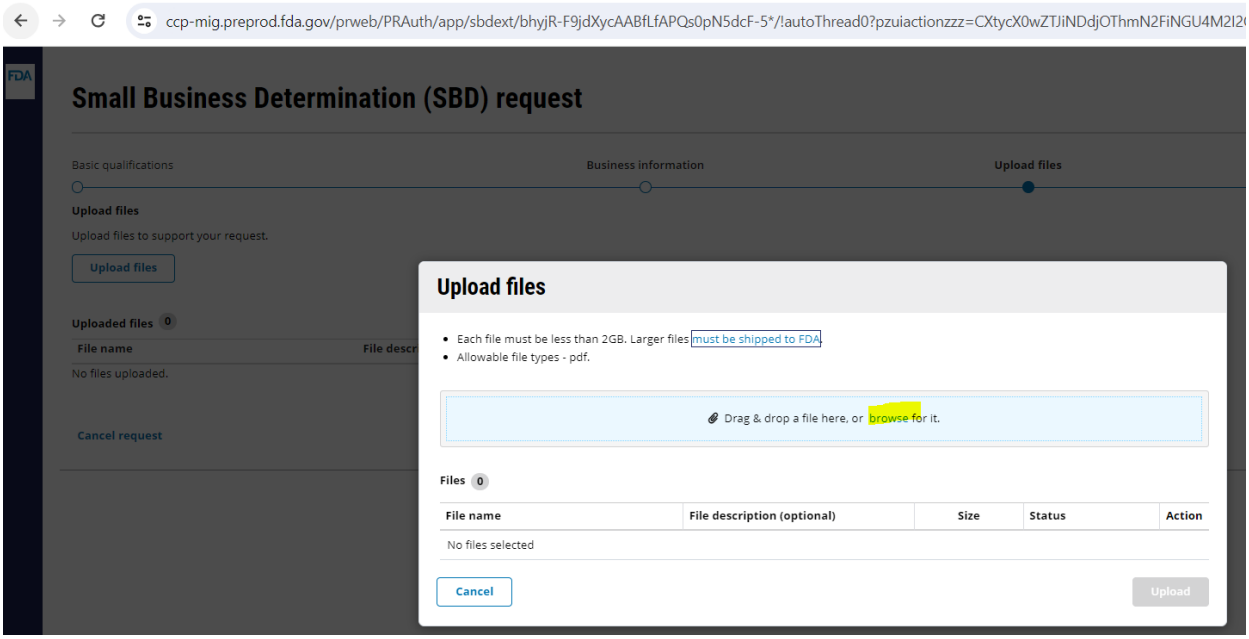
User will be navigated to 'Business Information' Section - Fill out all the information and click 'Next' to continue



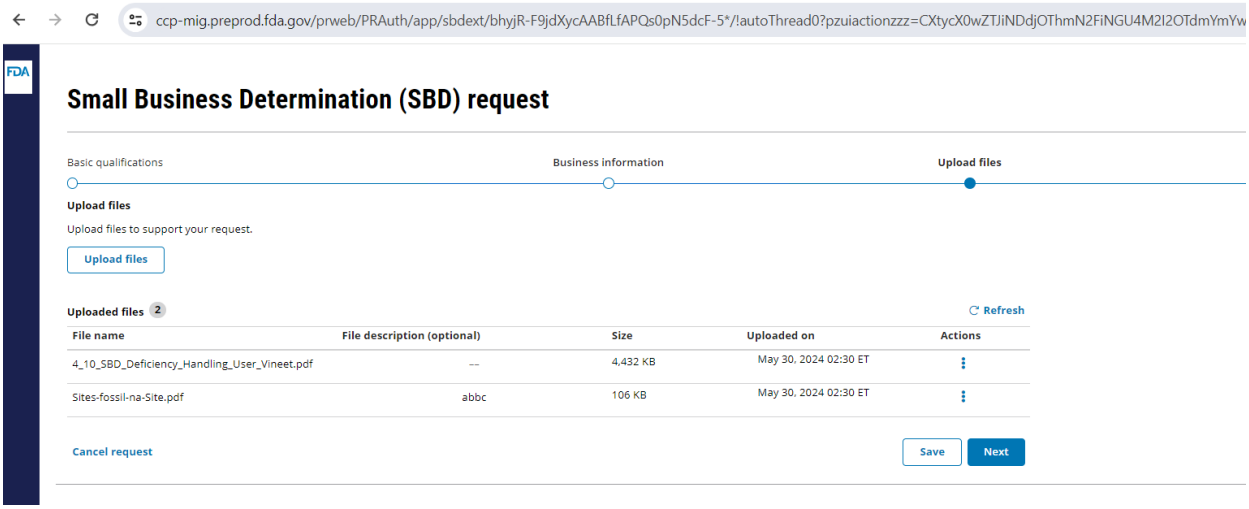
User will be navigated to 'Upload files' section - Click Upload files' button to upload the files (**Place where user will be able to upload 3602 and 3602A forms**)



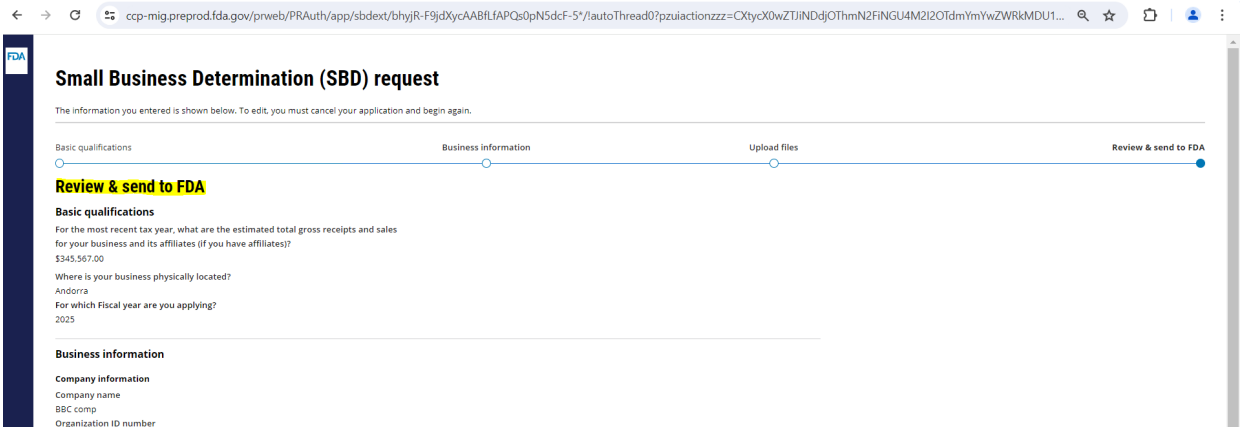
Upload files modal will pop up - Upload the files and modal will get closed



Verify list of uploaded files - Click 'Next' button to continue and 'Save' to save the draft

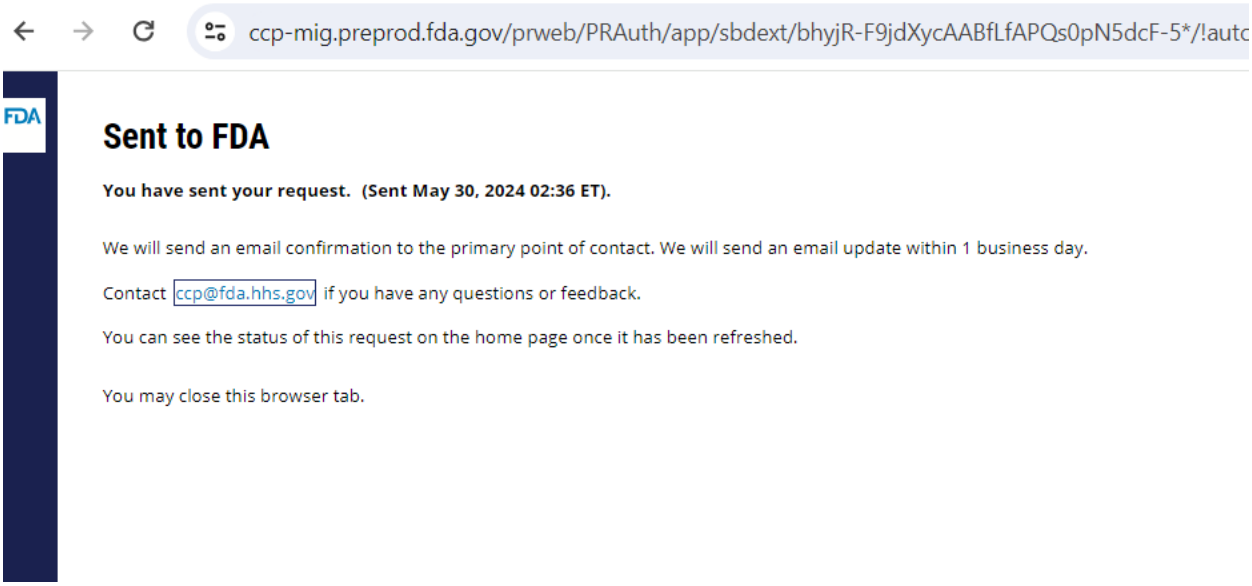


User is navigated to 'Review & send to FDA' section - Review the submitted information and click 'Send' from the bottom of the page to submit the request or 'Save' to save the draft

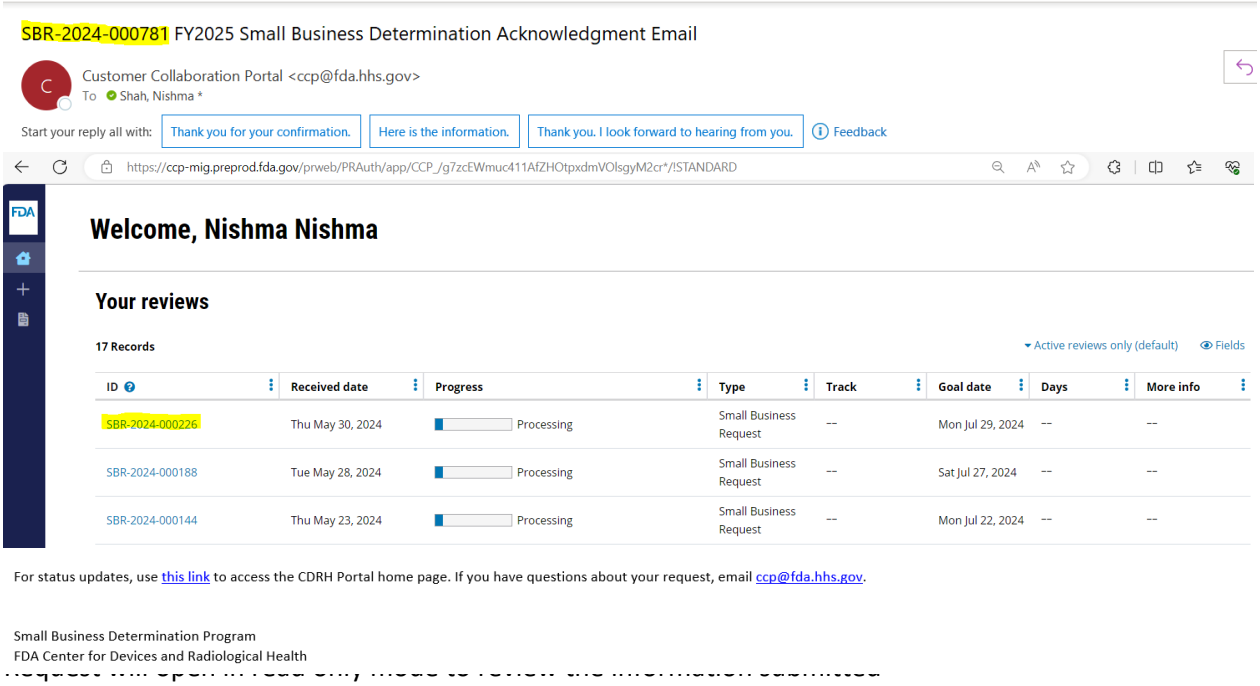


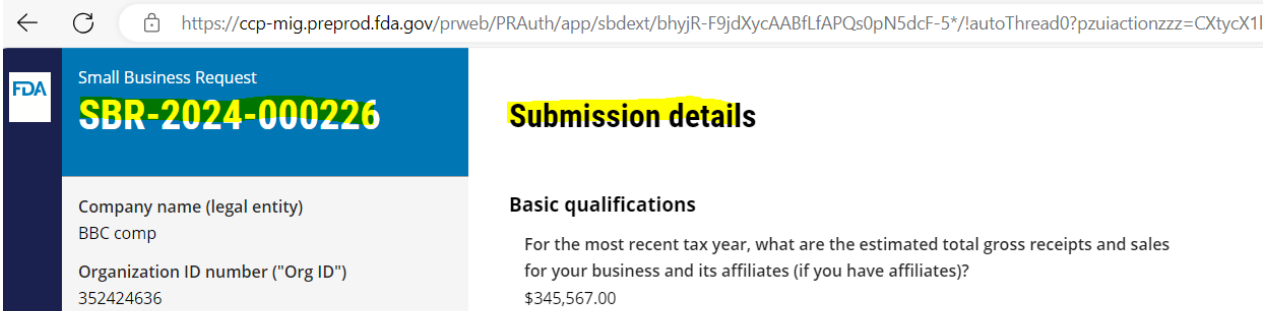
During all these steps user can click on 'Cancel request' to cancel the request

On clicking 'Send' request will be submitted and user will see acknowledgement message and uploaded files will start f

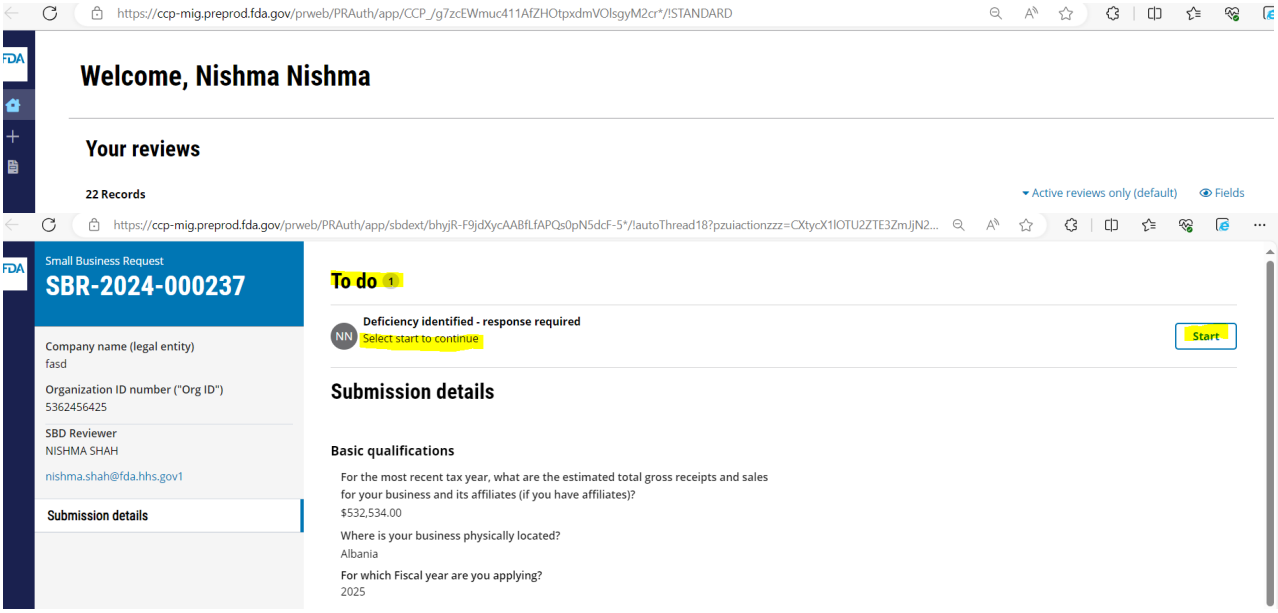


Once virus scan is successful, a case will be created and an acknowledgment email will be sent to POCs emails with Cas

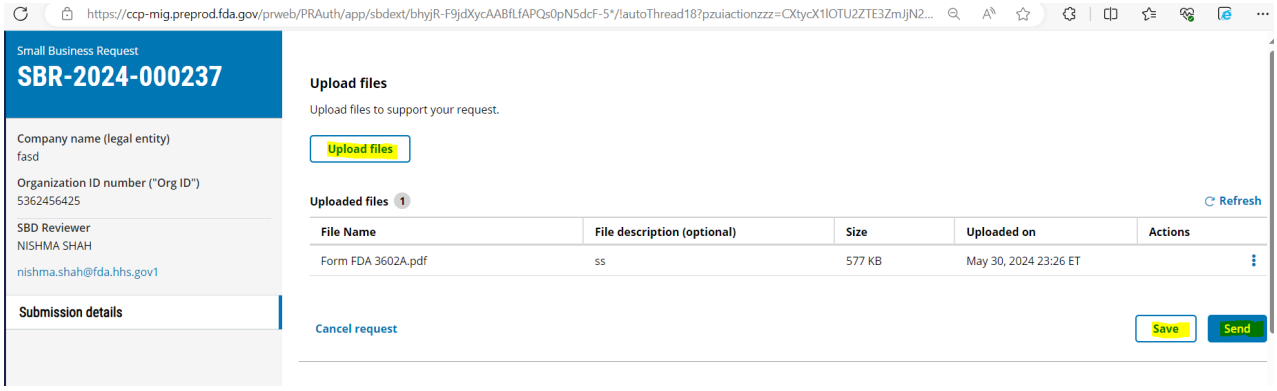




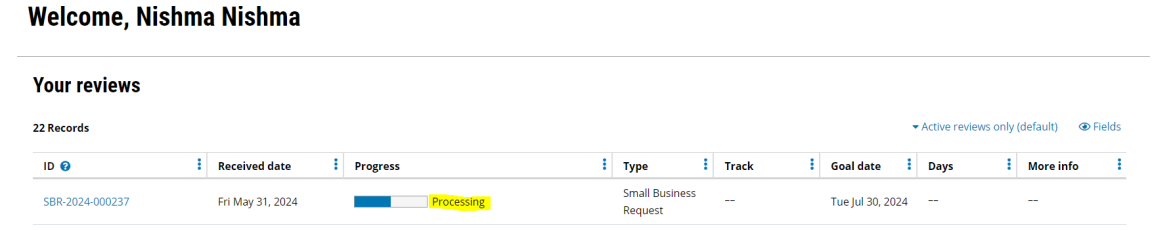
When there is a deficiency raised by reviewer home page will show a request 'On hold' as below



Click Start button and click on upload files, this will open modal for file upload, click complete and click send to submit the request or save to save the request.



Once the file is uploaded, virus scanning will be initiated and home page will show the status as 'Processing'



If virus scan fails, it will send an email to industry user and if it is successful then status will change to 'Reviewing'
Sometimes, if industry user doesn't have to upload the file then reviewer can move forward in the workflow which will auto resolve the task for industry user