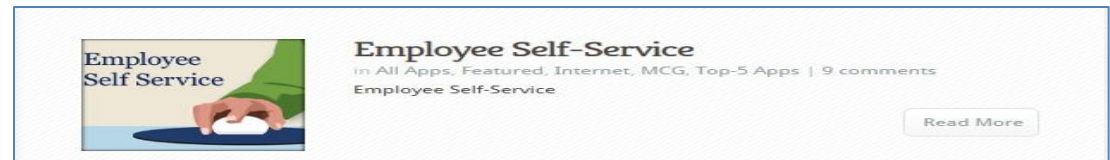




Respond to Approver Request for More Information

Step-by-Step Instructions

- Step 1** Open an [Internet Browser](#).
- Step 2** Navigate to eportal.montgomerycountymd.gov.
- Step 3** Sign In to [accessMCG](#).
- Step 4** Click the [Employee Self-Service](#) option.
- Step 5** Click the blue [Go to Employee Self-Service](#) button.
- Step 6** Your **Oracle eBusiness Homepage** opens.
- Step 7** Click the **Subject** of the Worklist Notification that indicates 'More Information Requested: Appraisal of [employee name] (proposed by [Main Appraiser name]) as of [date]'
- Step 8** The **Appraisal** opens.



Respond to Approver Request for More Information

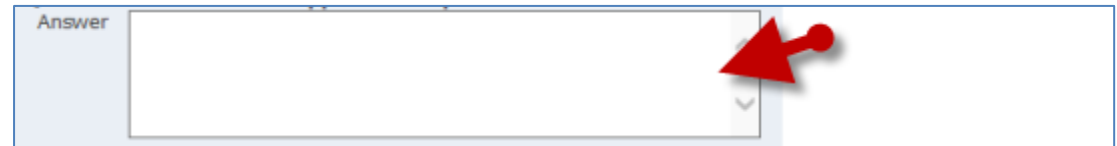
Step 9 Scroll to the **Response** section at the bottom of the page.



The screenshot shows the top part of a 'Response' form. The title 'Response' is in a blue header bar. Below it, a message states: 'User Approver, Andy has requested more information.' The 'Question' field contains the text: 'This text is the approvers request for more information.' The 'Answer' field is empty. A red arrow points to the 'Question' field.

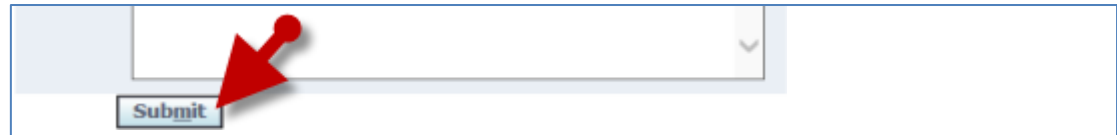
Step 10 Review the Approver's **Question** in the 'Question' field.

Step 11 Enter a **Response** into the 'Answer' field.



The screenshot shows the 'Answer' field, which is a large empty text box. A red arrow points to the right side of the field.

Step 12 Click the **Submit** button to send your response to the Approver.



The screenshot shows the bottom part of the form, including the 'Submit' button. A red arrow points to the 'Submit' button.

End of Procedure