



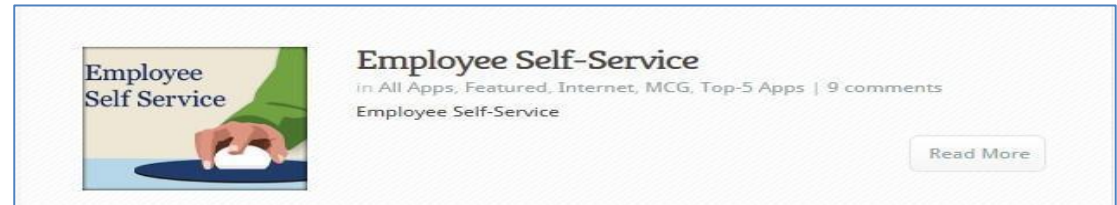
Send Your Appraisal to Your Supervisor

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 Locate the most recent **Worklist Notification** that has one of the subject lines at right.

'Your appraisal has been transferred to you'
The appraisal was sent to you by your supervisor.

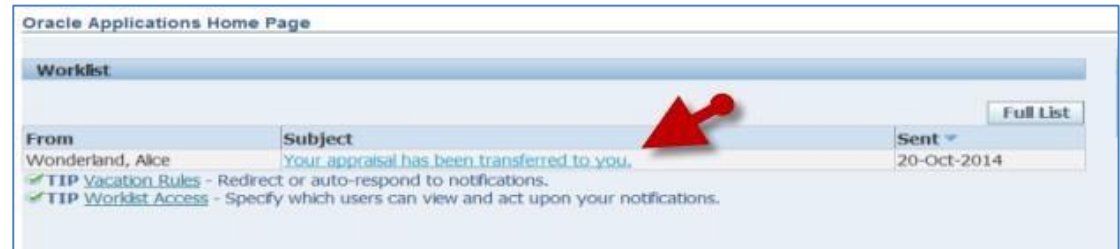
'Your appraisal has been completed. It is available for you to review'
The appraisal was routed to you automatically because it has received final approval.

Quick Start: Send Your Appraisal to Your Supervisor

Step 8 Click the **Subject** of the Worklist Notification.

Step 9 The **Worklist Notification** opens.

NOTE: The notification may contain a message from your supervisor in the 'Main Appraiser Comments' section.

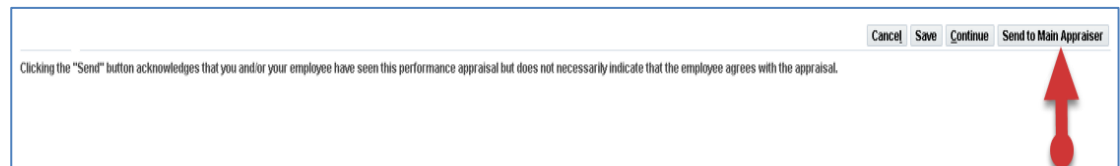


Step 10 Click the **Update Action** link, located at the bottom left corner of the notification in the 'Related Applications' section. Once clicked, the appraisal will open.



Step 11 Click the **Send to Main Appraiser** button.

IMPORTANT: The 'Send to' button has only one (1) function – to send the appraisal to your supervisor.



Quick Start: Send Your Appraisal to Your Supervisor

Step 12 OPTIONAL: Enter comments to your supervisor into the Notification Message for Main Appraiser field.



Step 13 Click the **Submit** button.

Step 14 A **Confirmation** message displays that indicates your appraisal has been sent to your supervisor.

NOTE:

- You will not be able to edit the appraisal until it is returned to you by your supervisor.
- If you wish to edit the appraisal prior to returning it to your supervisor, a 'Send to Main Appraiser' button is also located on the last or final review page of the appraisal.



End of Procedure.