UFOLIO REVIEWER REASSIGNMENT

The following guide will demonstrate how to reassign reviewers in UFOLIO.

1. Sometimes, you may have to confirm whether or not you are the reviewer for a reassigned disclosure. If this is the case, you will receive an email notification. When you log in to the UFOLIO system, you will see the disclosure has a status of “Awaiting Level 1 Reassignment.”
   Click on the disclosure link to be taken to the disclosure.

   ![Disclosure Screen]

2. Once you in the disclosure, you must confirm or deny becoming the reviewer for the disclosure. Click on the Confirm or Deny Level 1 Reassignment activity.

   ![Confirmation Screen]
3. Select the **appropriate response** and click **OK**.
   If you select No, the disclosure will return to the discloser.
   If you select Yes, you will become the reviewer for this disclosure, and you will be able to review it immediately.*

   *NOTE: If you **confirm becoming the reviewer**, but the disclosure does not have any outside activities or interests, the system will automatically complete the review of the disclosure—you do not need to take any further steps.*