

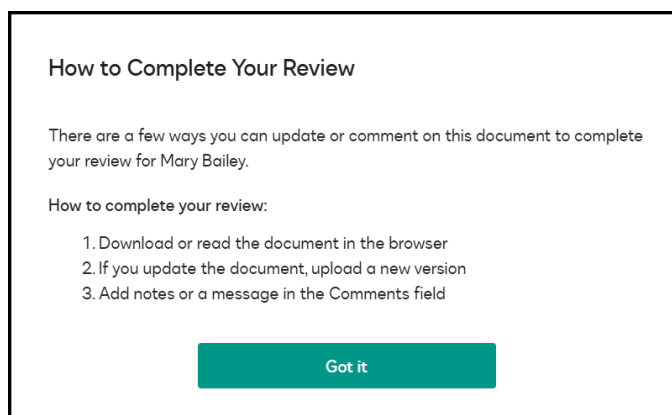
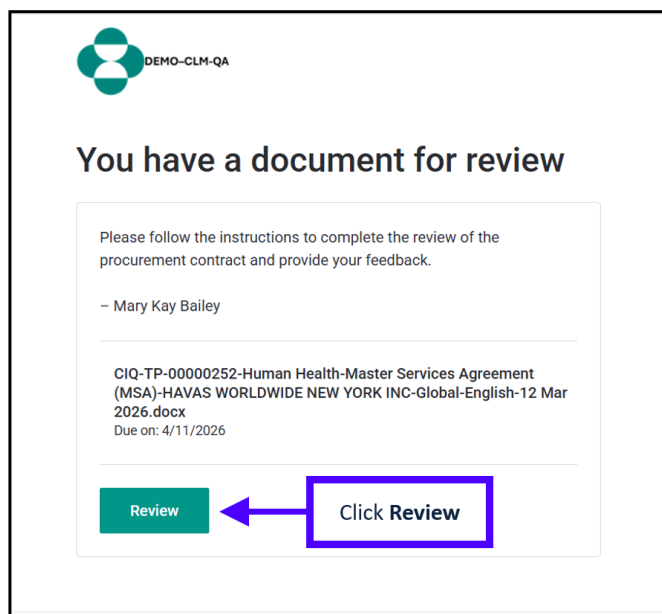
External Review Process

The External Review process provides our external Partners with the opportunity to review an agreement, provide an updated version with red lines (if needed), and provide comments/feedback all within an easy on-line process.

Step 1 – Email Notification

1. Open the email notification.
2. Click **Review Online** to start the review.

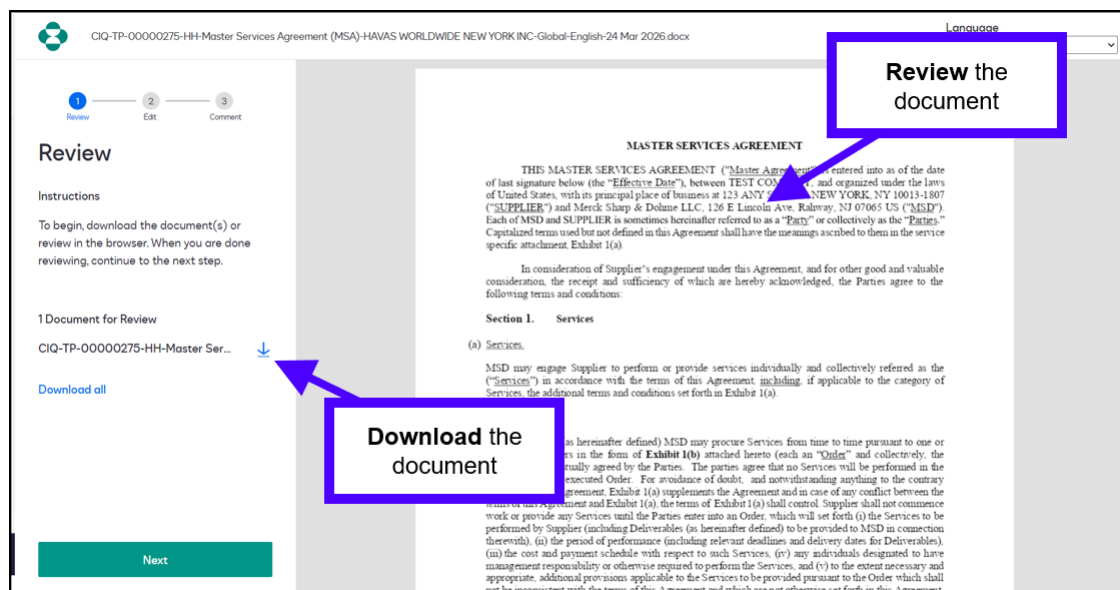
3. Review the instructions for the simple three-step process.



4. Click **Got It** to begin the process.

Step 2 – Review the Document

1. Review the document on the screen.
2. Alternatively, download the document, and review the document in MS Word.





External Review Process

3. Click **Next** to proceed to the next step.

Step 3 – Upload a New Version of the Document (Optional)

1. **Note:** downloading and revising the document is not required. If you do not revise the document, click **Skip** to move to the next step.
2. If you revised the downloaded document, drag and drop the document or click **Select File** to upload it from your computer.

3. Click **Next** to proceed to the next step.

Step 4 – Provide Feedback

1. Enter your feedback in the **Comments** field.

2. Click **Finish**.
3. Click **Complete** to end the external review process.



External Review Process

4. The document is sent back to MSD who will be able to review your feedback and determine next steps.
5. You will receive an email notification with a link to the document you reviewed.