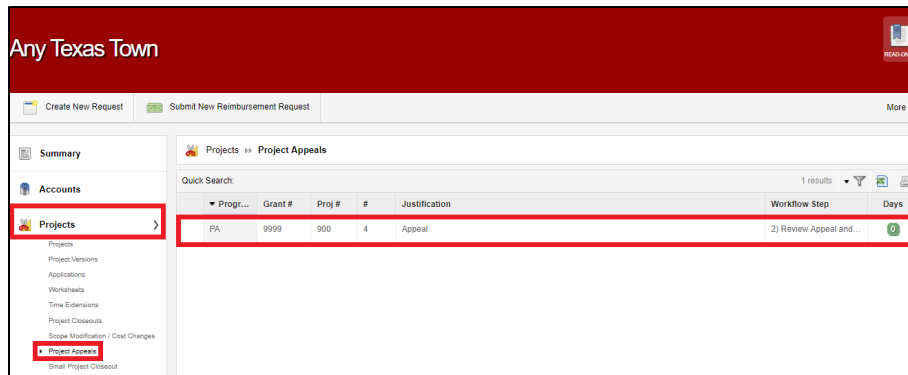


# Look Up an Existing Appeal

1. Go to the **Projects** or **Accounts** on the left tab menu. Click on whichever one you are searching. For **Project Appeals**, click the **“Projects”** tab, and then **“Project Appeals.”** For **Account Appeals**, click the **“Accounts”** tab, and then **“Appeals.”** If there is an existing Appeal, it will be display. Click the item to be navigated to that Appeal (*lines are hyperlinked*).



2. Details of the **Appeal** will be displayed. In this example the **Project Appeal** is in Step 2, and the Deliverables need to be completed by the Support Affiliate (CohnReznick) before advancing to the next step. The Appeal form that was submitted can also be viewed by clicking the **“Form”** tab on the side menu.

