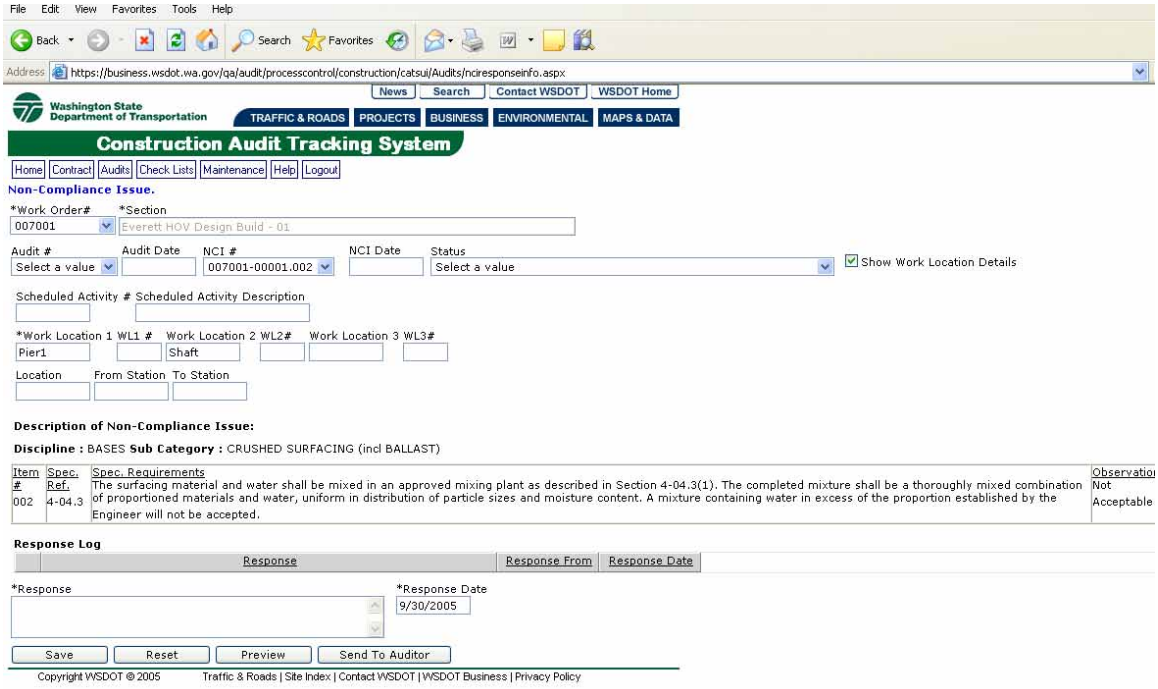
Respond to NCI

1. Assuming you are logged in successfully to the system, click Audit, NCI Response:



2. To select the NCI you want to respond to, select it from the NCI# drop down list box.

3. Your item is displayed under "Description of Non-Compliance Issue:

4. Type your response into the text box and also fill in the current date.

5. Clicking "Save" will save your response, but will not send it to the Auditor.

6. Clicking "Send to Auditor" will save your response and send it to the Auditor