View Requested Changes

Entities will receive an email notification when SCO requests a change to their submission.

Note: It is preferred that you access and update your submission from this email.

1. Click **Update Application** to be directed to your submission.

2. Enter your **Email** and **Password**.

3. Click the **Log In** button.

The **Request from Reviewer** section details what changes are needed for your submission to be compliant.

Important: You must complete all changes requested to submit. You will not be able to save and return later.

Update LGR-25-33

2024

These changes must be submitted all at once, so please be prepared to complete this in one sitting. If you want to make changes later, you can return from the link in your email or the original submission page.

Request from Reviewer

See requested changes below. Select "Update Application" and sign into your account to find additional notes on the requested changes. Please reach out if you have any questions, you can email us at registry@sco.idaho.gov and we will be happy to assist you!

Please provide updates to the following fields.

View List of Fields ⌄

TIP Each field is a hyperlink that will take you directly to that requested change. You may need to click **View List of Fields** to see all fields that need an update.

4. Edit fields to complete all requested changes. Once the field has been updated, it will say **Updated** with a green checkmark.

Note: Requested changes are highlighted in blue with a note from the reviewer to assist with the correction.

5. Click the **Upload New Version** button to upload the updated document that has been requested. Once uploaded it will say **Updated** with a green checkmark.

6. After you have made all corrections and/or uploaded updated documents, scroll to the bottom of the screen and click the **Continue** button.

Attachments

📄 **Pest Control and Abatement Annual Financial Transparency Report**
File Name: Introducing DUO MFA for Workstation Signin_V3.docx

`Required` `Upload New Version`

✓ **Updated**

⚠️ **Additional Information**

This question appeared based on your answer to: "Entity Type"

💬 **Note from Reviewer**

Please upload the completed Annual Financial Transparency Report.
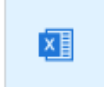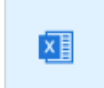
📊 **Approved Budget** `Required`
Uploaded by Paige James on Jan 27, 2025 at 3:10 PM

📊 **Actuals** `Required`
Uploaded by Paige James on Jan 27, 2025 at 3:10 PM

`Cancel` **Continue**

TRANSPARENT
IDAHO
BRANDON D WOOLF, STATE CONTROLLER

7. The **Review and Confirm Changes** page is your final opportunity to review the changes you have made to your submission.

Optional - Click **Edit** in any section if any information you entered needs to be edited.

8. You must click the **Confirm and Submit** button to send the changes to SCO.

You have successfully completed and submitted changes requested by SCO.