When a PAF Approver requests more information via the e-Biz Notification system, the following steps need to be completed to move the Notification back to the Approver.

1. Log into e-Biz and click on the e-Biz Notification link that starts with “More Information Requested”.

2. Once the e-Biz Notification is viewable, scroll down the web page to read the note provided by the Approver (requester).

3. Add a note to the Answer text field at the bottom of the web page.

4. Click once on the Submit button. This action moves the Notification back to the Approver.