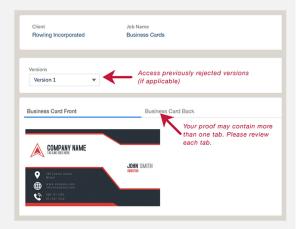# REVIEW YOUR PROOF

Please review your proof, keeping in mind that:

1. Your proof may contain more than one tab. Each tab shows a different artwork needing to be reviewed.

2. To access previously rejected versions, if applicable, use the *Versions* menu. *(Previous versions cannot be approved or rejected)*

3. If we provided you with a PDF proof, please download the file by clicking on the PDF's thumbnail.

Access previously rejected versions (if applicable)

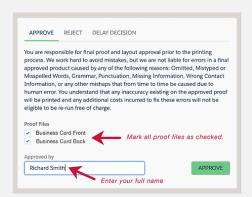*Your proof may contain more than one tab. Please review each tab.*

APPROVING THE PROOF

Congrats! You are just one click away from clearing your job for production.

1. From the Approve tab, mark all *Proof Files* as checked, confirming that you've reviewed them all.

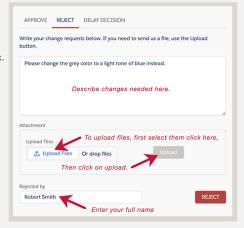2. Enter your name on the *Approved by* text box.

3. Click on the *Approve* button.

Note: Partial approvals are not allowed. You are required to approve all files at once. If one or more proof files require revisions, please Reject the entire proof.

Mark all proof files as checked.

Enter your full name

REJECTING THE PROOF

Need changes? No problem!

1. Access the Reject tab.

2. Describe the changes needed by using the provided text box.

   If you wish to share files with our team, select them by using the *Upload Files* option, and then clicking *Upload*.

3. Enter your name on the *Rejected by* text box.

4. Click on the *Reject* button.

Describe changes needed here.

To upload files, first select them click here,

Then click on upload.

Enter your full name

DELAY YOUR DECISION

Need more time to make a decision? No rush!

1. From the *Delay Decision* tab, select a future date. We will remind you again on this date.

2. Enter your name on the *Delayed by* text box.

3. Click on the *Delay* button.

Select a future date

Enter your full name