



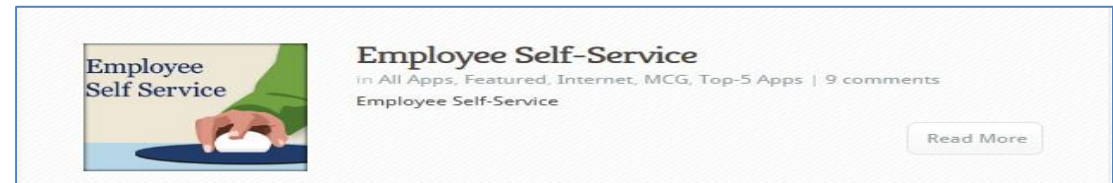
## Reviewing Official - Return an Appraisal for Correction

### Step-by-Step Instructions

- Step 1 Open an [Internet Browser](#).
- Step 2 Navigate to [eportal.montgomerycountymd.gov](http://eportal.montgomerycountymd.gov).
- Step 3 Sign In to [accessMCG](#).



- Step 4 Click the [Employee Self-Service](#) option.

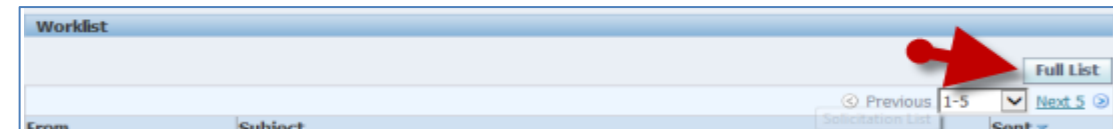


- Step 5 Click the blue [Go to Employee Self-Service](#) button.

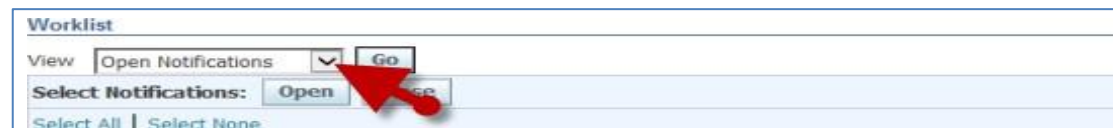


- Step 6 Your *Oracle eBusiness Homepage* opens.

- Step 7 Click the [Full List](#) button located in the Worklist section.



- Step 8 Click the [Drop-down Arrow](#) of the View field located in the upper left corner of the Worklist page.



## Quick Start: Return for Correction an Appraisal Submitted by a Direct Report

**Step 9** Select **To Do Notifications**.



**Step 10** Click the **Go** button.

Once clicked, all notifications waiting for your response will display.



**Step 11** Click a **Notification Subject** that indicates the 'Appraisal of [Appraisee name] (proposed by [Main Appraiser name])...'

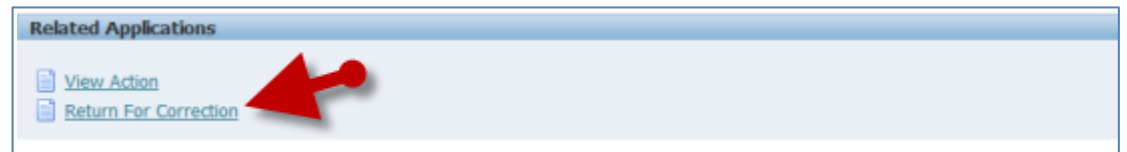
Example: 'Appraisal of Doe, John (proposed by Smith, Sam) as of 2015-Jan-01'



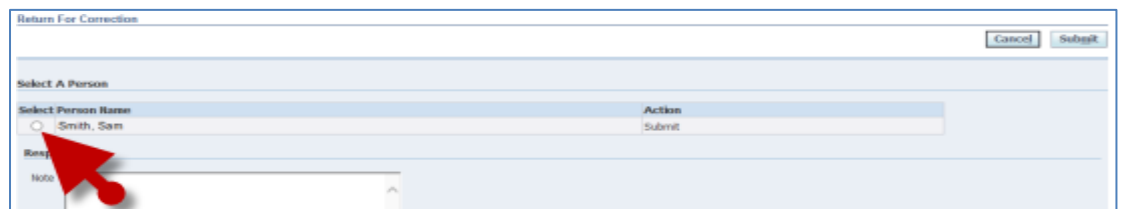
**Step 12** The **Appraisal** opens.

**Step 13** Scroll down to the **Related Applications** section toward the bottom of the page.

**Step 14** Click the **Return for Correction** link to open the Return for Correction page.



**Step 15** Click the **Select** radio button to the left of the Main Appraiser's Name.



## Quick Start: Return for Correction an Appraisal Submitted by a Direct Report

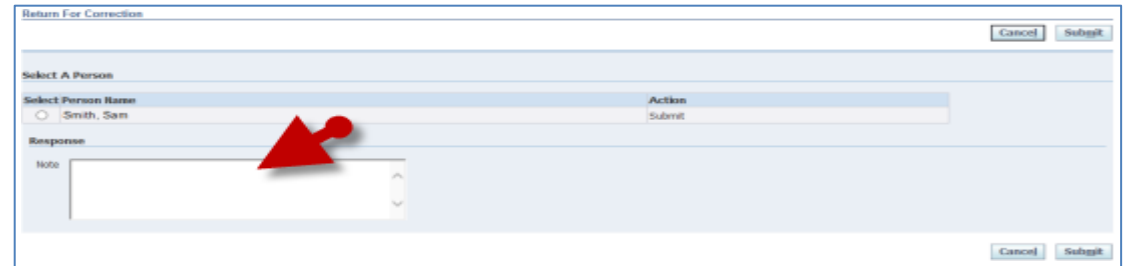
**Step 16** OPTIONAL: Enter comments to the Main Appraiser (supervisor) indicating the reason you're returning the appraisal.

**IMPORTANT:** These comments are sent only to the Main Appraiser.

**Step 17** Click the **Submit** button. Once clicked, a confirmation message will display.

**Step 18** The appraisal has been returned to the Main Appraiser (supervisor).

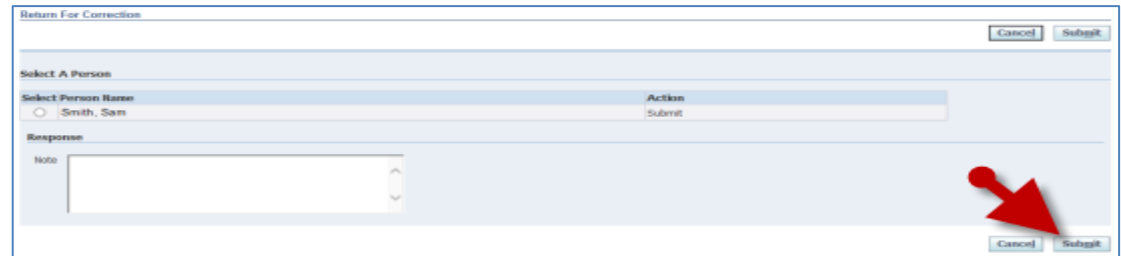
**End of Procedure.**



The screenshot shows a web form titled "Return For Correction". At the top right are "Cancel" and "Submit" buttons. Below the title is a section "Select A Person" with a table:

Select Person Name	Action
<input type="radio"/> Smith, Sam	Submit

Below the table is a "Response" section with a text area labeled "Note". A red arrow points to the "Note" text area.



The screenshot shows the same "Return For Correction" form. In this view, a red arrow points to the "Submit" button located at the bottom right of the form.