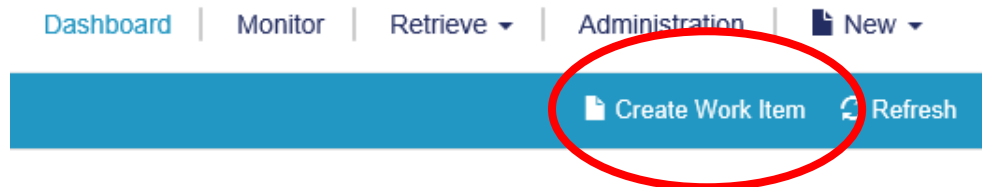


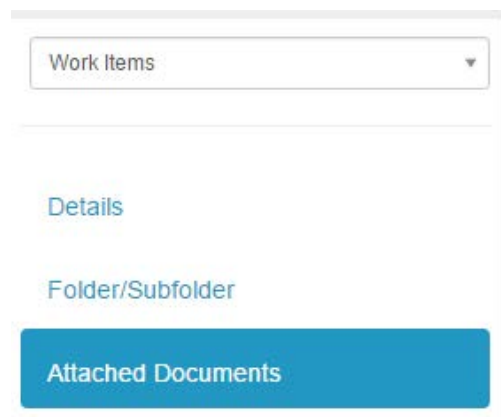
2.1.6 COMET Guide: Ad Review Submissions



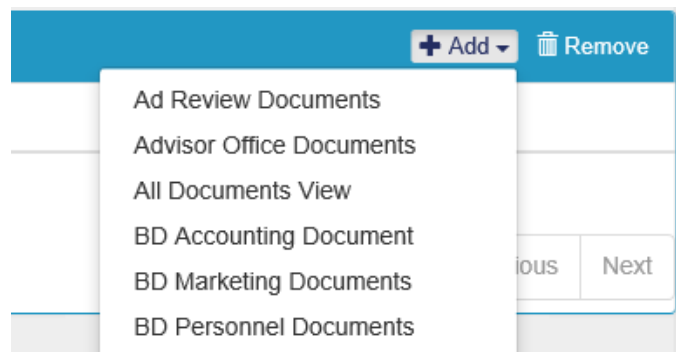
1. From the Dashboard click Create Work Item:



2. Choose "AR – Advertising" from the request type
3. Click on Attached Documents or scroll down to the section of the Work Item titled Attached Documents.



4. Click on the Add button and select Ad Review Documents



5. Click the Create New button at the top of the screen. This will allow you to attached a document to your submittal. You will need to add a document type, document date, document category and description to the submittal.

The screenshot shows a form titled "Details" with a blue header. Below the header, there are three input fields: "Document Type" with a dropdown menu showing "Advertising", "Business Type" with a dropdown menu showing "BD/RIA", and "Document Date" with a text input showing "02/28/2017" and a calendar icon to its right.

You will also be able to upload the document from this screen by scrolling to the bottom where you will see the Image Content and Upload button.

The screenshot shows two sections of the form. The "Notes" section has a large empty text area. Below it, the "Image Content" section features an "Upload" button with a plus icon, followed by a dashed border containing the text "Drag & drop files from your desktop here".

6. You will also need to attach the proper Advisor Folder to the Work Item. You will see the option labeled "Parent Object". Click the Add link and choose Ad Review Folders.

The screenshot shows a section titled "Parent Object" with a blue header. Below the header, the text "No Reference Specified" is displayed. To the right, there is a "+ Add" button with a dropdown arrow, and a "Remove" button with a trash icon. A dropdown menu is open under the "+ Add" button, showing "Ad Review Folders" as the selected option.

You will then choose your name from the list provided by clicking the box to the right and clicking Select.

7. Click the Save link. This will take you back to the original Work Item screen where you will save the entire Work Item by clicking the Save button.

The screenshot shows two buttons: a blue "Save" button with a downward arrow icon and a grey "Cancel" button with an 'X' icon.

8. Add any other documents you might have the same way, and click "Submit" to finish the request and send it to the back office for review.

Please note that when doing an Ad Review adding a Client Folder/Subfolder is not a necessary step as this is not client or account specific. You will add the rep information under Parent Object.

Unlike new business and service requests, this does not go to the Pending Advisor Review step – when you click Submit on the request it goes right to the back office for principal review.