Responding to an Ancillary Review Request in CAMS

Ancillary reviews allow an assigned reviewer to request input on a disclosure or pre-approval request from anyone on campus and can be used in the approval process or to help determine if a management plan is necessary. This guide shows the steps to respond to an Ancillary Review Request in CAMS.

Respond to an Ancillary Review Request

1. Open the record to be reviewed by clicking on the hyperlink in the notification.

2. Review the information contained in the Request by clicking on View Certification. Refer to CAMS Reviewer’s Guide if needed. Once you have completed your review, exit the certification to return to the workspace.

3. From the workspace, click on the "Submit Ancillary Review".

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Click to see disclosures.

Click
4. On the Submit Ancillary Review form:

Q1: Check the box beside your name.

Q2: Select Yes to approve this transaction or No to deny it.

Q3: If you chose No, add a comment on why it was rejected. If you chose Yes, comments are optional.

Q4: Add supporting documents as needed.

Click "OK" at the bottom of the page.

5. Log out.