

Reviewer Assistants

FDM legal reviewers can appoint an assistant to help monitor reports in FDM. Reviewer assistants can perform the same functions as the reviewer they assist, with the exception of eSigning a report.

Filer Assistants

Some Filers appoint one or more Filer Assistant to help with completion of their reports. Filer Assistants can create, view, edit, delete reports in Draft state, and only view other reports. Assistants may not submit a report nor make any changes after a Filer has submitted (eSigned) a report. Only Filers can amend reports.

Adding an Assistant

To add an Assistant in FDM:

1. Click on your profile icon and then select **Assistants**.
2. Click **+Add** and then select the appropriate assistant type.
3. Select the appropriate Agency Directory, type the new assistant's E-mail address in the E-mail field and then click **Search**.
4. In the search results list, select the individual whom you wish to add as an assistant by clicking the **plus (+) sign** beside their name.

Removing an Assistant

To remove an Assistant in FDM:

1. Click on your profile icon and then select **Assistants**.
2. Click **Remove (X)** next to the assistant you want to remove. Click **Yes** to confirm the removal.

