

Assigned Responsibilities in Export Control

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Submission Assignment	Description	Activities
Responsible Party	A contact responsible for the Export Control request	• Edit/submit/discard EC submission • Submit EC submission for Export Control Office Review & Submit Clarification Responses • Manage guests (readers) • Manage ad-hoc reviews by designating which users are ancillary reviewers to a submission • Manage related EC submissions (where the logged-on user has view/edit permission) • Add comments to a submission
Guests	Contacts assigned to view the Export Control submission	• Once assigned, guests can view EC SmartForm and Workspaces • Add comments to a submission
Ancillary Reviewers	Contacts assigned to complete an Ancillary Review of the Export Control submission	• Once assigned, ancillary reviewer can view EC SmartForm and Workspaces • Submit ancillary review response