RHC Connect - Information Request Tip Sheet

Accessing Information Requests from the RHC Connect Dashboard

**Step 1:** Log in to My Portal and click “RHC Connect.”

**Step 2:** You can view all Information Requests and their status on the “Information Requests” tab on the Dashboard.
Step 3: All unread notifications will be available in the yellow box. Click “Unread Notifications,” then click “View.”

Step 4: Enter your response and, if necessary, upload any additional supporting documentation. Click “Submit.”
Step 5: Once you click “Submit,” the corresponding Information Request will be updated on the “Information Request” tab.

Step 6: To add an additional response, click “View.”
Step 7: Click “Back to Application.”

Step 8: Click the respond icon on the “Information Requests” tab.
Step 9: Add a response and click “Submit.”

Step 10: Once you click “Submit,” you’ll be directed back to the “Information Requests” tab of the form. Check the “Note Count” column and it should reflect the most recent addition.
Step 11: Click “Dashboard” to continue to work in RHC Connect.

Additional Tips – Using Filters

The next steps are an alternative method for accessing Information Requests in RHC Connect.

Step 1: To locate an application, click the “My Forms” tab.

Step 2: Filter by “Form Type” or copy and paste the application number in the “Search” field.
Step 3: Click the view icon on the right.

Step 4: Navigate to the “Information Requests” tab.

Step 5: Click the respond icon on the “Information Requests” tab.
**Step 6:** Add a response and click “Submit.”