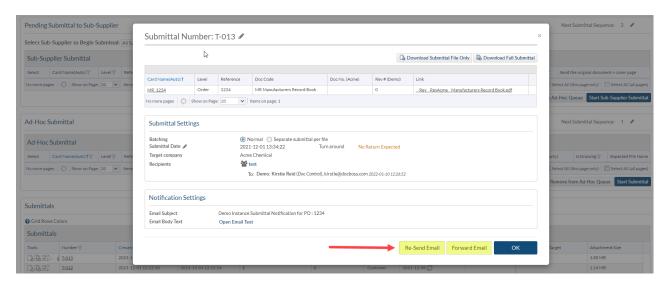
## Re-Send and Forward Submittal

11/24/2025 4:34 pm MST

To re-send or forward a submittal, navigate to Outgoing Submittals and click on the underlined submittal number, as shown below.



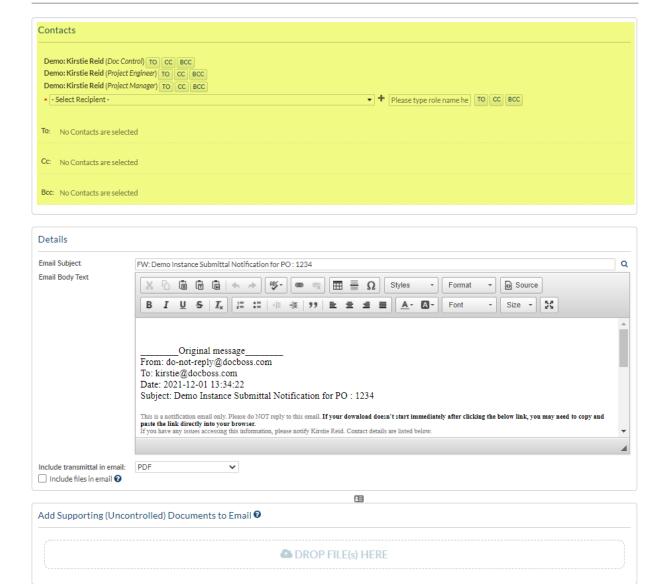
Here you will see the options to Re-Send or Forward.



If you choose to Re-Send the email, it will be sent to all original recipients.

If you choose to Forward Email, you can choose who you would like to forward the email/submittal to.

Forward submittal to



You will also notice the email subject line now has "FW:" added to it. You also have the option to include Supporting (Uncontrolled) Documents. Once you have made all your selections, click "Forward" to send the submittal.



