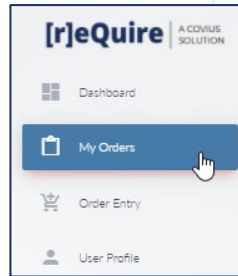
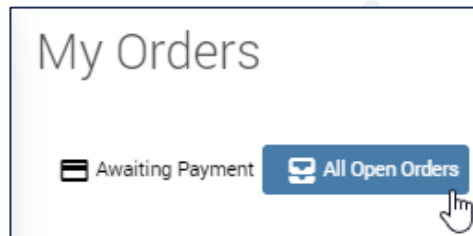



- 1 On the Main Menu, click **My Orders**.

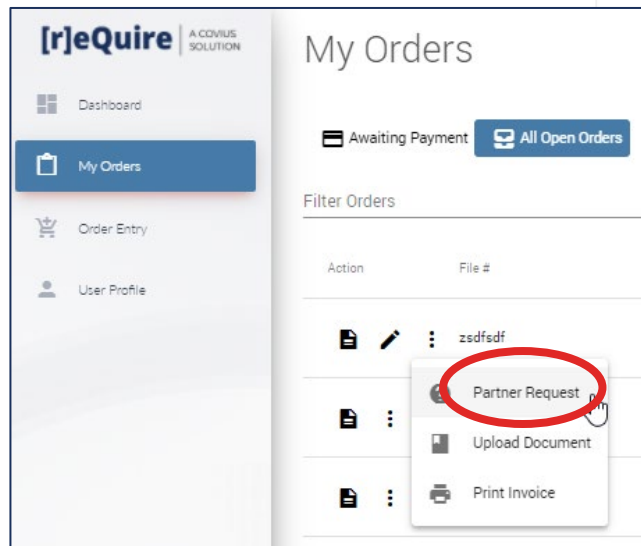


- 2 In the **My Orders** menu, click on **All Open Orders** to view a queue of related orders.



- 3 In the **Action** column, click the Options icon for an order, , and then click **Partner Request**.

NOTE: Status Updates are not available for Release Tracking orders in a Payment Pending status.



- 4 In the **Partner Request** window, type a description for the request in the **Comment** field, and then click **Save**.

