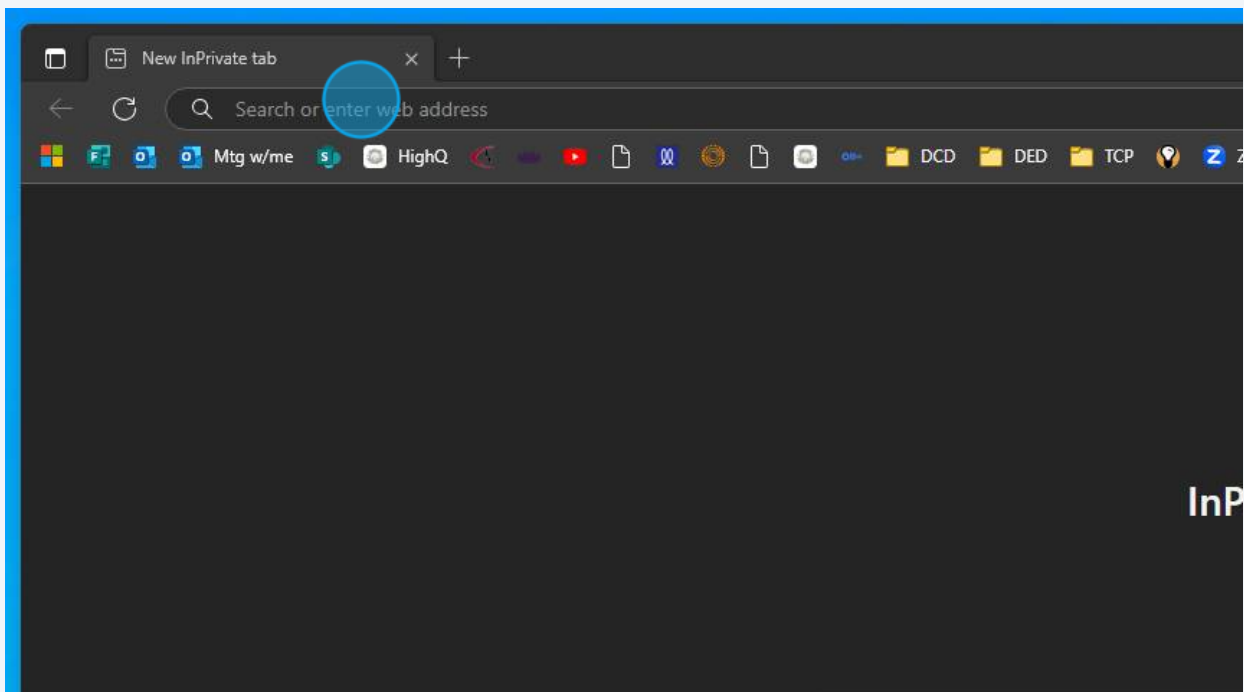


How to Submit a Request for Services (the Blue Sheet) to NNDOJ

This guide provides step-by-step instructions on how to submit a Request for Services (the blue sheet) using the NNDOJ online system, HighQ. By following these instructions, users will be able to efficiently navigate the online system to submit their request, ensuring that it is properly processed and addressed.

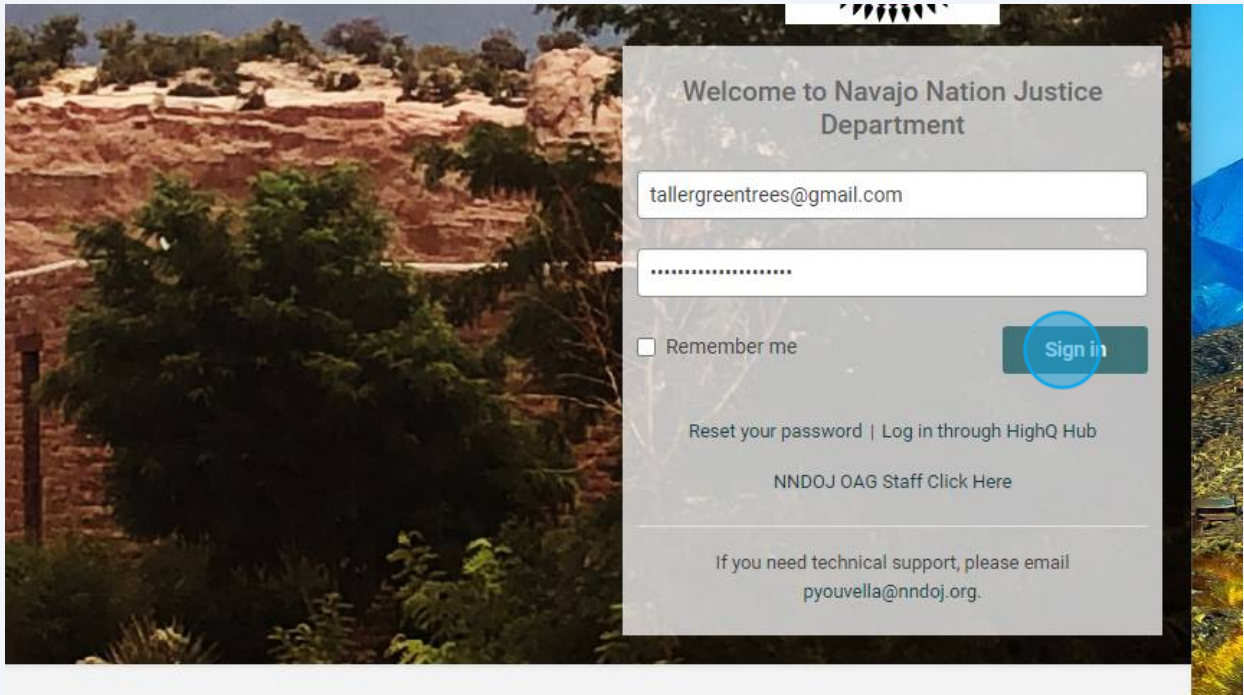
Please email highqhelpdesk@nndoj.org with any questions.

- 1 In your web browser, Click the "Address and search bar"

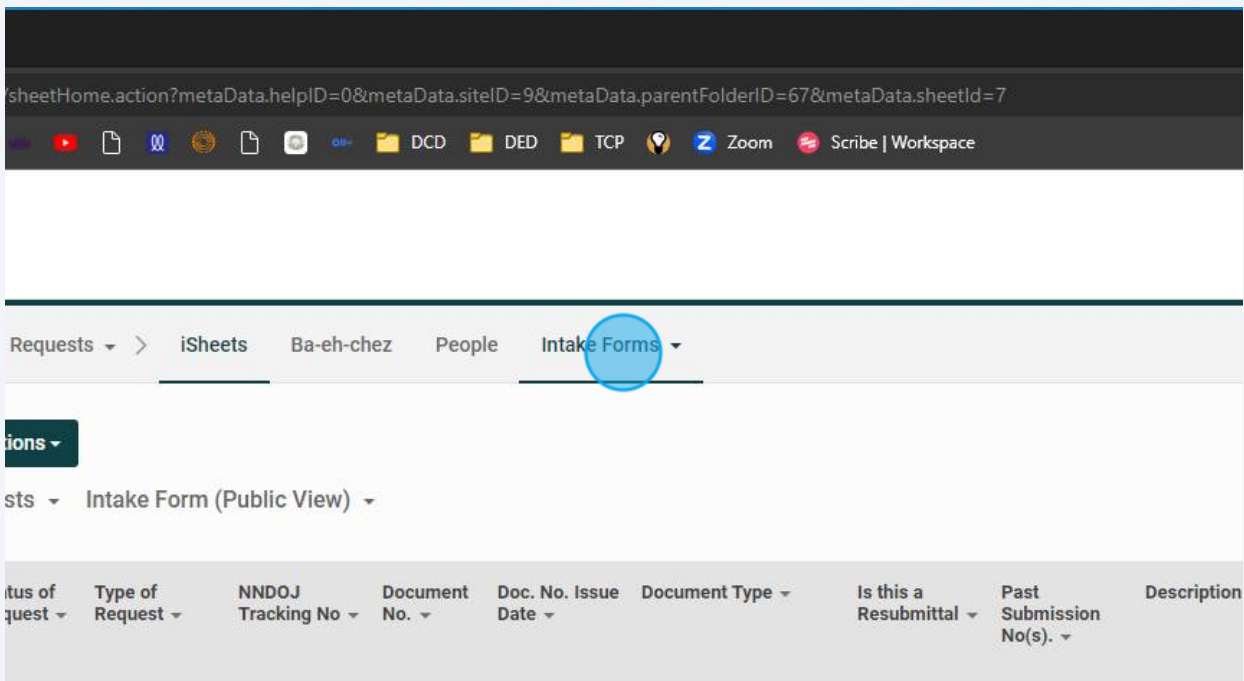


- 2 Type: <https://nndoj.highq.com/>

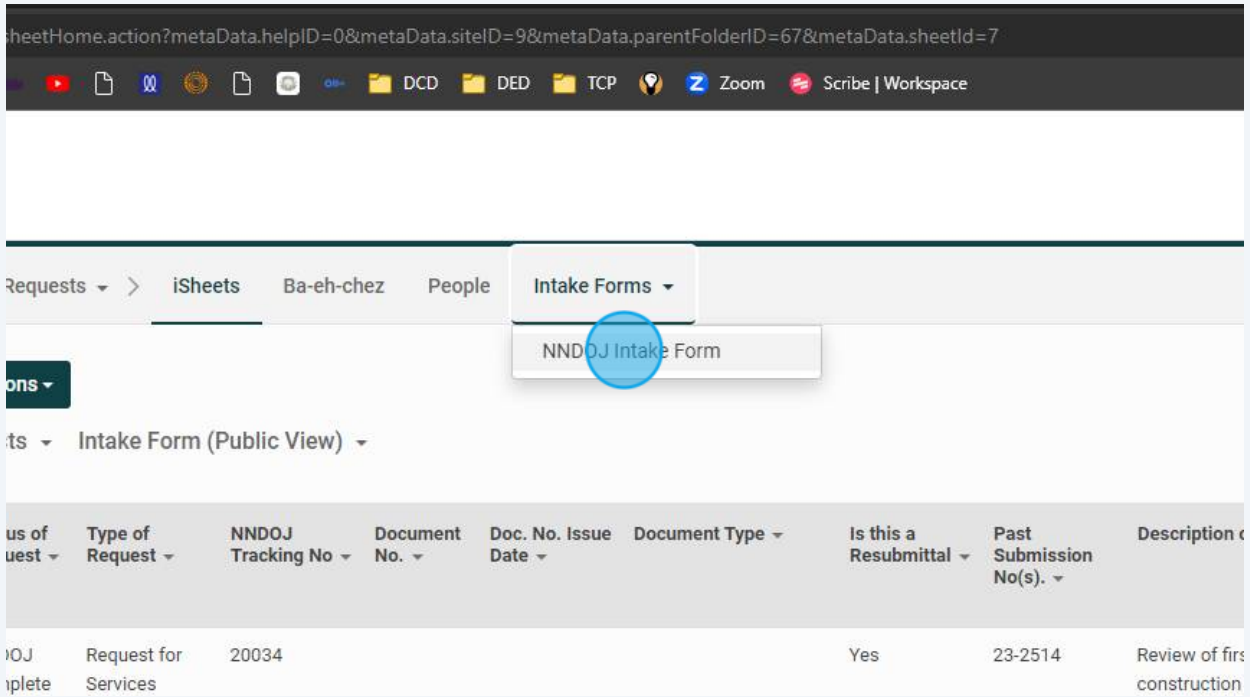
3 Enter your login credentials and Click "Sign in"



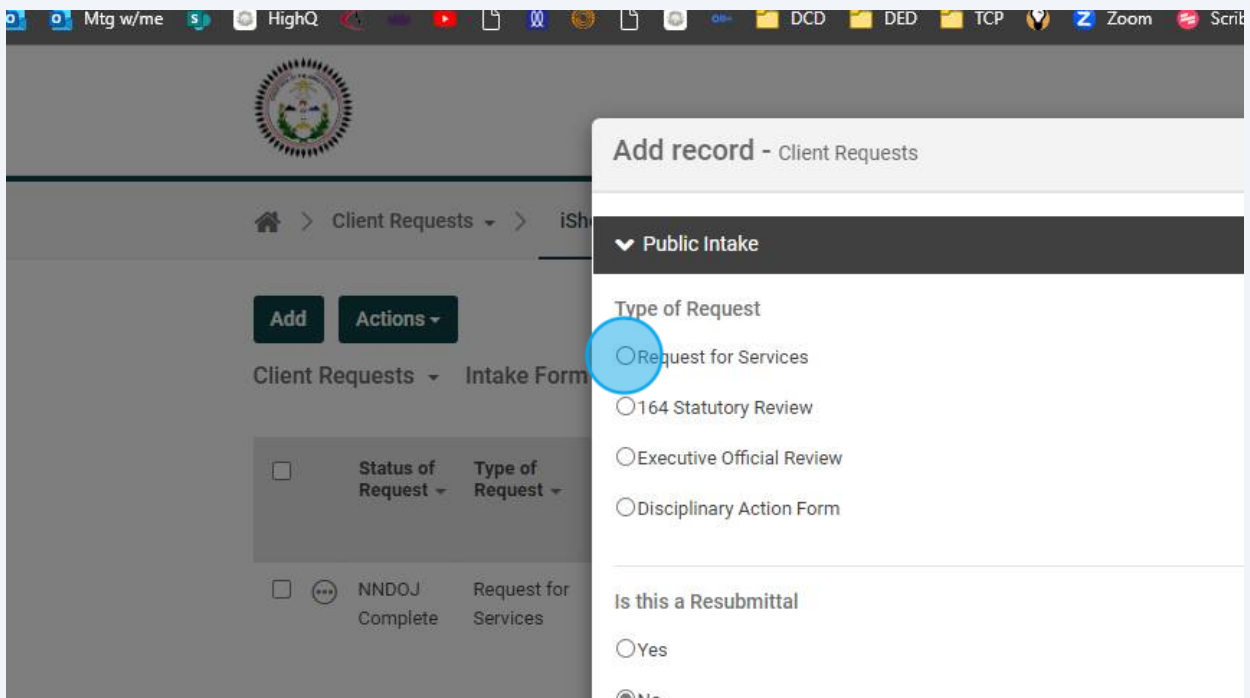
4 Click "Intake Forms" at the top middle of the page



5 Click "NNDOJ Intake Form" in the drop-down menu



6 Under "Type of Request," select "Request for Services"



7

If you are resubmitting something to NNDOJ, change "Is this a Resubmittal" to "Yes"

The screenshot shows a web form for NNDOJ. On the left, there is a table with columns for 'Status of Request' and 'Type of Request'. One row is highlighted with a blue circle around the 'Request for Services' entry. On the right, the form fields are visible. The 'Type of Request' section has radio buttons for 'Request for Services' (selected), '164 Statutory Review', 'Executive Official Review', and 'Disciplinary Action Form'. Below this, the 'Is this a Resubmittal' section has radio buttons for 'Yes' (selected) and 'No'. Further down, the 'Is this an Employment-related Question (required)' section has radio buttons for 'Yes' and 'No' (selected). At the bottom, there is a 'Description of Request (required)' text input field.

8

In the new "Past Submission No(s)." box, enter all former identifying RFS or document numbers related to this matter.

This screenshot shows the same NNDOJ intake form as above, but with the 'Is this a Resubmittal' field set to 'Yes'. The 'Past Submission No(s). (required)' field is highlighted with a blue circle. Below this field, there is a text input box with a blue circle around it, indicating where to enter the submission numbers. The 'Is this an Employment-related Question (required)' section has radio buttons for 'Yes' and 'No' (selected). At the bottom, there is a 'Description of Request (required)' text input field with the prompt 'Briefly describe your request'.

9

For example, here the submitter typed the former number as "23-1547" for a past Request for Service.

The screenshot shows a web application interface for adding a record. A modal window titled "Add record - Client Requests" is open. The "Past Submission No(s) (required)" field contains the text "23-1547". Other fields include "Is this an Employment-related Question (required)" with "No" selected, "Description of Request (required)", "Name of Division/Program (required)" with a dropdown menu, "First Name", and "Last Name". The form also includes an "Add another record" checkbox, an "Auto-saved at 13:40" indicator, and an "Add" button. The background shows a sidebar with "Client Requests - Intake Form" and a table with columns for "Status of Request" and "Type of Request".

10

Click "Description of Request" and type a brief title and background for your submission

This image is a close-up of the "Description of Request (required)" field. The field is labeled "Briefly describe your request" and contains a blue circle highlighting the input area. Above it is the "Is this an Employment-related Question (required)" field with "No" selected. Below it is the "Name of Division/Program (required)" field with a dropdown menu. The "First Name" field is also visible below.

11

Select the name of your Division/Program from the "Name of Division/Program" drop-down menu

legal review of business site lease proposed language

Name of Division/Program (required)
Select your department

-- Select from below --

- Select from below --
- Division of Community Development
- Division of Dine Education
- Division of Economic Development**
- Division of General Services
- Division of Health
- Division of Human Resources
- Division of Natural Resources
- Division of Public Safety
- Division of Retirement Services
- Division of Social Services
- Division of Transportation
- Navajo Environmental Protection Agency
- Judicial Branch
- Navajo Election Administration
- NN Chapters
- NN Gaming Regulatory Office

12

Under the new option with your Division name, select the appropriate Department.

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Name of Division/Program (required)
Select your department

Division of Economic Development

Division of Economic Development (required)

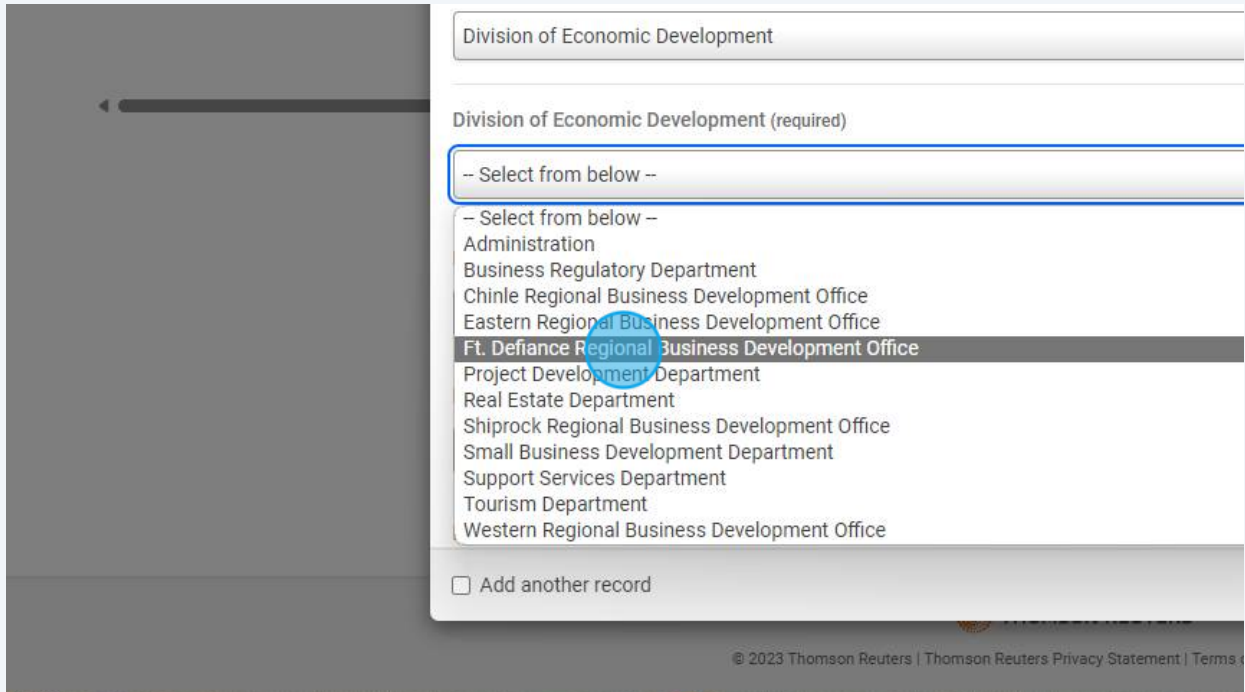
-- Select from below --

First Name

Last Name

13

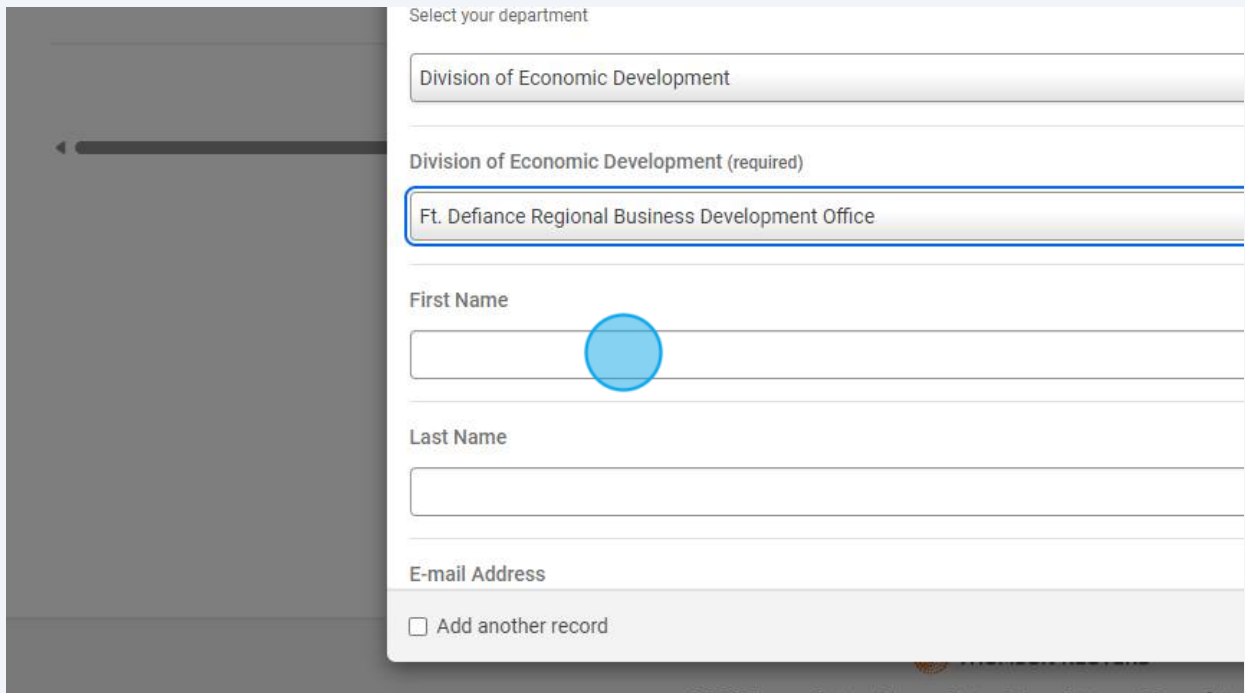
For example, here the submitter selects the Ft. Defiance Regional Business Development Office after selecting the Division of Economic Development



A screenshot of a web form showing a dropdown menu. The top dropdown is labeled "Division of Economic Development". Below it, a second dropdown is labeled "Division of Economic Development (required)". This second dropdown is open, showing a list of options. The option "Ft. Defiance Regional Business Development Office" is highlighted with a blue circle. Other options include "Administration", "Business Regulatory Department", "Chinle Regional Business Development Office", "Eastern Regional Business Development Office", "Project Development Department", "Real Estate Department", "Shiprock Regional Business Development Office", "Small Business Development Department", "Support Services Department", "Tourism Department", and "Western Regional Business Development Office". At the bottom of the dropdown is a checkbox labeled "Add another record".

14

Enter the first and last name of the person with the legal request



A screenshot of a web form showing a dropdown menu. The top dropdown is labeled "Select your department" and is set to "Division of Economic Development". Below it, a second dropdown is labeled "Division of Economic Development (required)" and is set to "Ft. Defiance Regional Business Development Office". Below the dropdowns are three text input fields: "First Name", "Last Name", and "E-mail Address". A blue circle highlights the "First Name" field. At the bottom of the form is a checkbox labeled "Add another record".

15 Enter the e-mail of the person with the legal request

NOTE -- this email does not have to be the same email used for the account login. It can be the email directly to the person with the legal request

Complete Services

First Name
Henrietta

Last Name
Whoville

E-mail Address

Phone Number

Suggested Deadline
Provide an appropriate deadline for NNDOJ's review of your submission. Your selection of a deadline does not grant completion by your selected date.

Add another record

16 Enter the phone number of the person with the legal request

☐ ... NNDOJ Request for Complete Services

Last Name
Whoville

E-mail Address
highqhelpdesk@nndoj.org

Phone Number

Suggested Deadline
Provide an appropriate deadline for NNDOJ's review of your submission. Your selection of a deadline does not grant completion by your selected date.

(MM/DD/YYYY)

Reason for Deadline

17 If necessary, you may select a suggest deadline for the request for legal service

Request

Request for Services

Phone Number

111-222-3333

Suggested Deadline

Provide an appropriate deadline for NNDOJ's review of your submission. Your selection of a deadline does not automatically heighter grant completion by your selected date.

(MM/DD/YYYY)

Reason for Deadline

Supporting Documents

Attach all documents related to your request.

Browse or drag files to upload

18 If a suggested deadline is picked, provide a reasoning for its selection

Request

Request for Services

Phone Number

111-222-3333

Suggested Deadline

Provide an appropriate deadline for NNDOJ's review of your submission. Your selection of a deadline does not automatically grant completion by your selected date.

09/08/2023 (MM/DD/YYYY)

Reason for Deadline

Supporting Documents

Attach all documents related to your request.

Browse or drag files to upload

> Document Review

19

For example, here the submitter noted: "My client would like to present to its Board of Director's at it's next meeting" as the reason for the deadline selection

The screenshot shows a web application interface for adding a record. The main form is titled "Add record - Client Requests" and includes fields for "Last Name" (Whoville), "E-mail Address" (highqhelpdesk@nndoj.org), and "Phone Number" (111-222-3333). A "Suggested Deadline" is set to 09/08/2023. The "Reason for Deadline" field contains the text: "My client would like to present to its Board of Director's at it's next meetin". Below this is a "Supporting Documents" section with a "Browse" button. At the bottom, there is a "Document Review" section with an "Add another record" checkbox and an "Add" button. The interface also shows a navigation menu on the left and a search bar on the right.

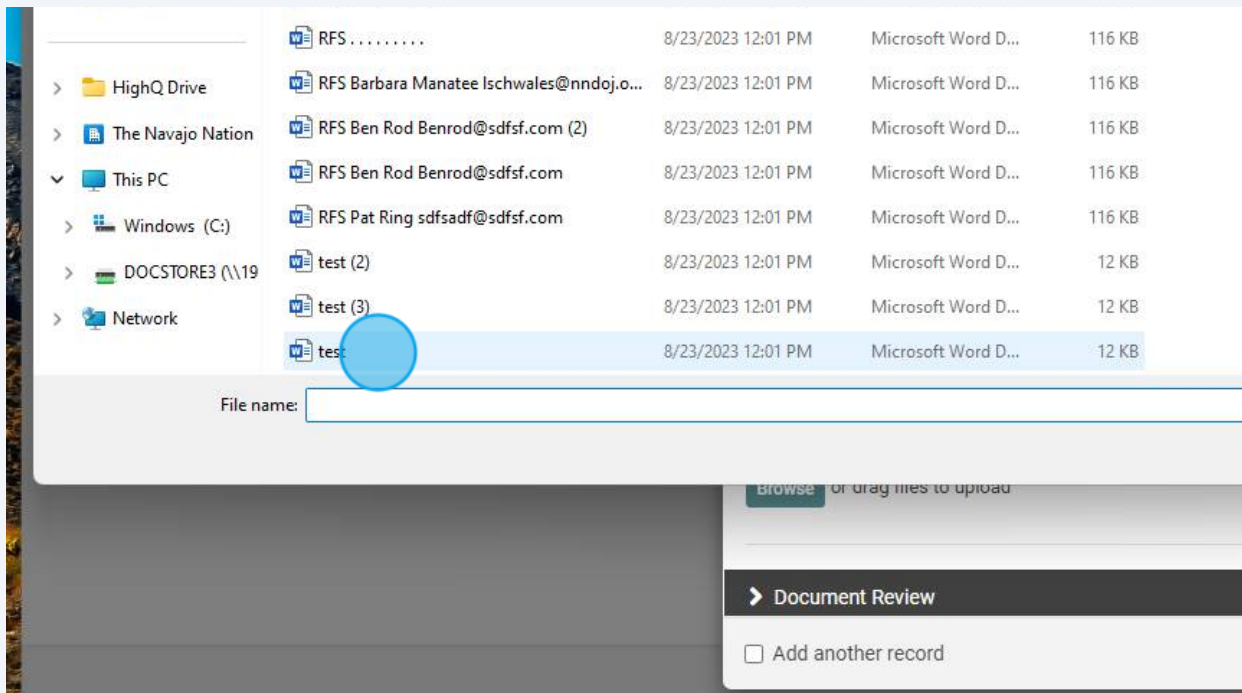
20

Attach all supporting documentation for the legal request by clicking "Browse"

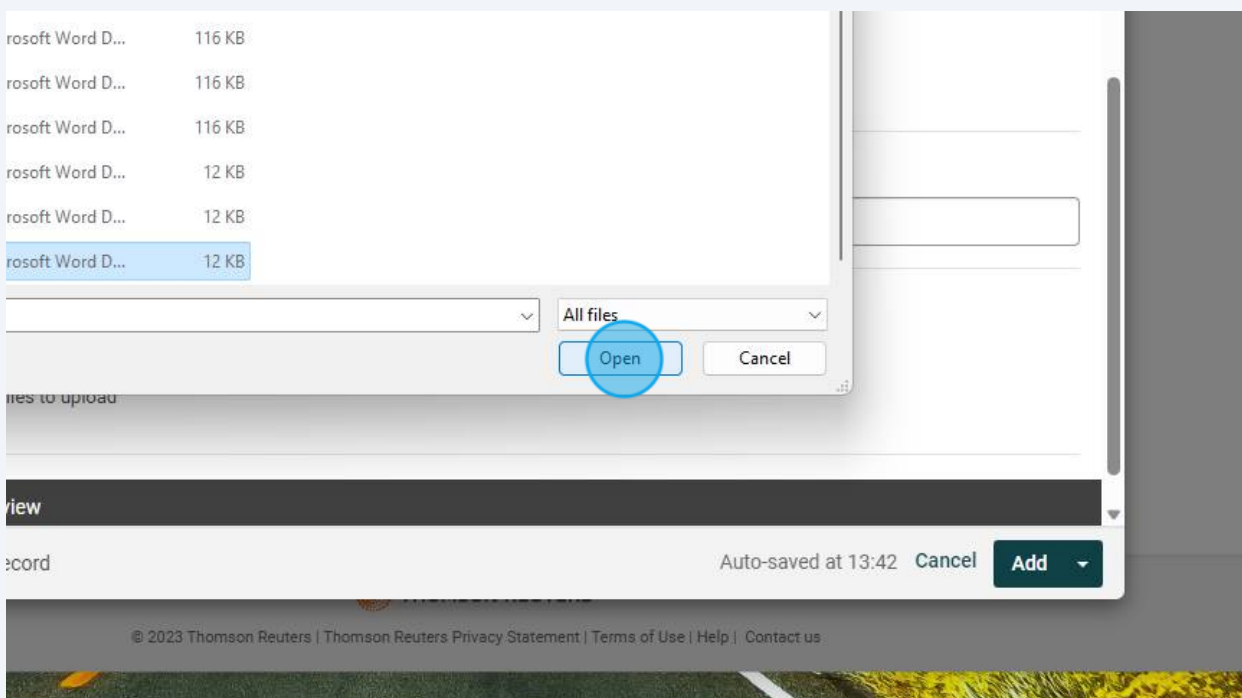
As much information as you are able to provide is always beneficial.

This close-up screenshot focuses on the "Reason for Deadline" and "Supporting Documents" sections of the form. The "Reason for Deadline" field is highlighted with a blue border and contains the text: "My client would like to present to its Board of Director's at it's next meetin". Below it, the "Supporting Documents" section is visible, featuring a "Browse" button with a magnifying glass icon and the text "Attach all documents related to your request." and "or drag files to upload". The "Document Review" section is partially visible at the bottom, showing the "Add another record" checkbox.

21 Navigate to the appropriate file on your computer, select its name



22 Click "Open" Repeat as necessary to attach all files



23 Once all files are attached, Click "Add" to send your Request for Services to NNDOJ

