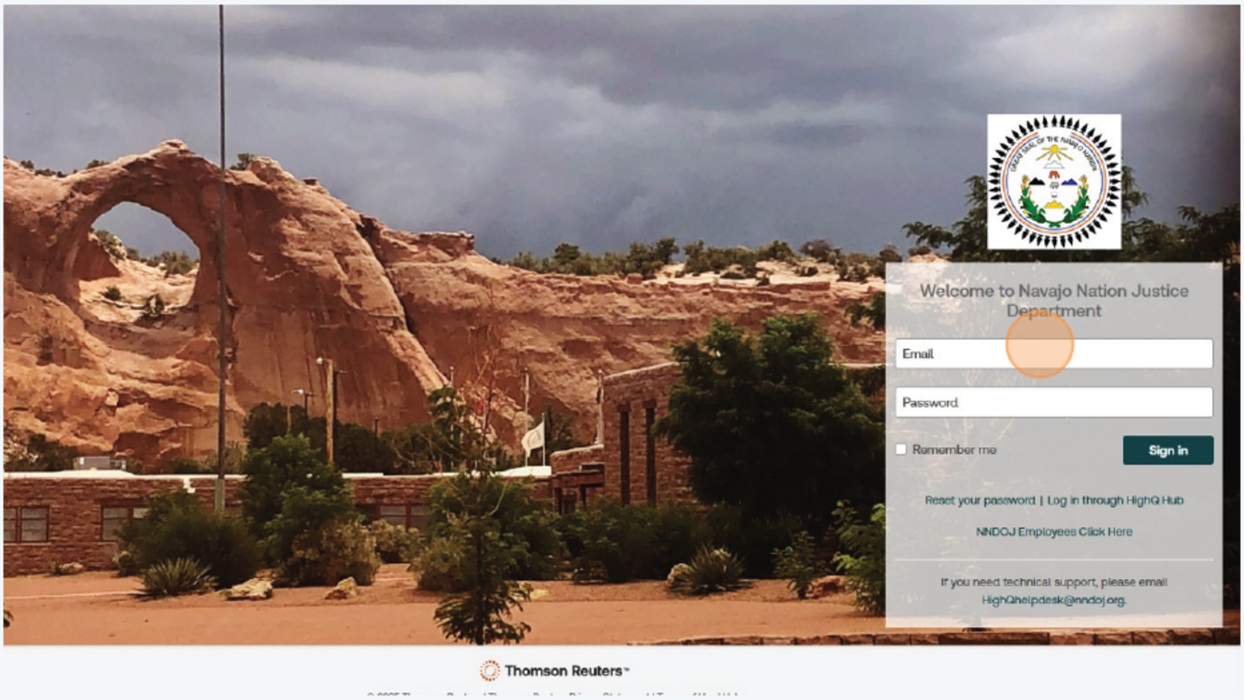
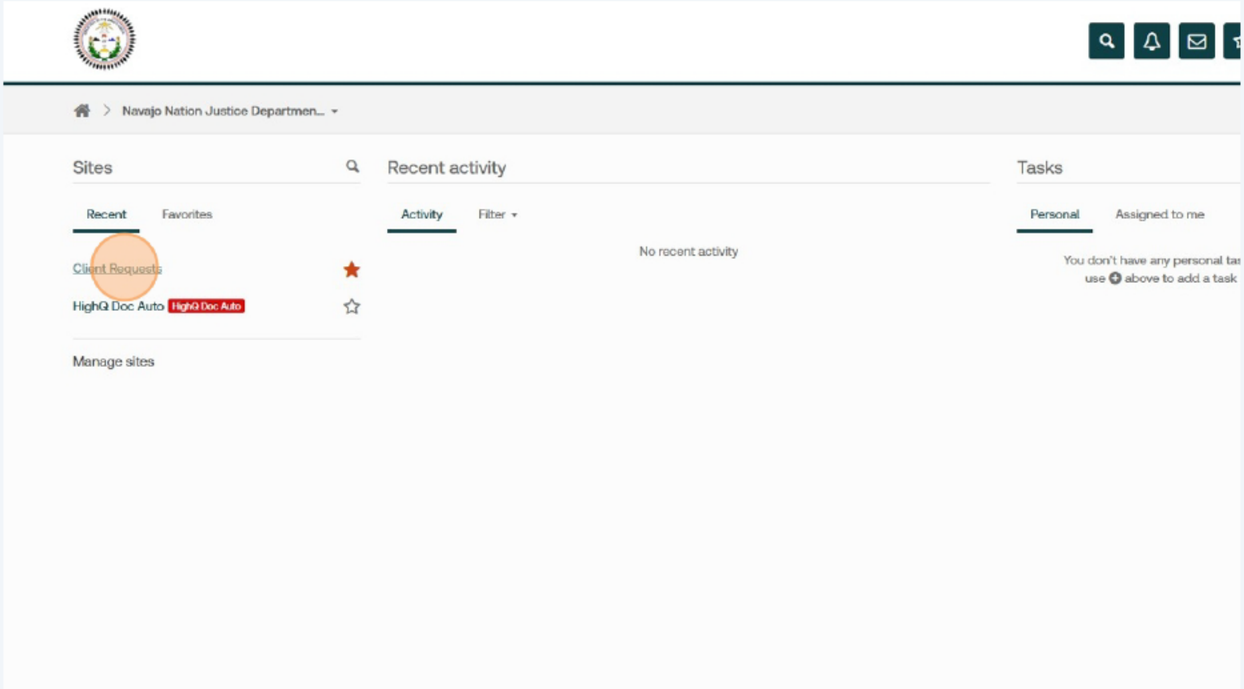
How to Submit a Legal Request on HighQ

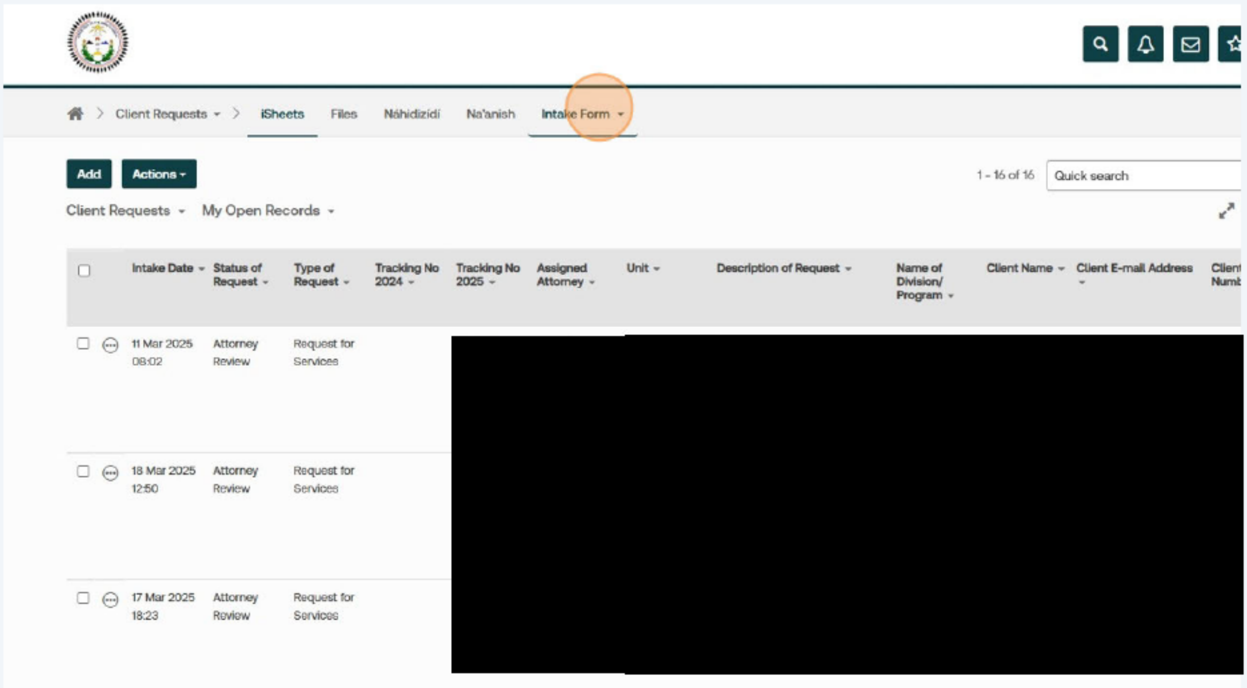
1 Navigate to https://nndoj.highq.com/nndoj/LoginRequiredPage.action Login



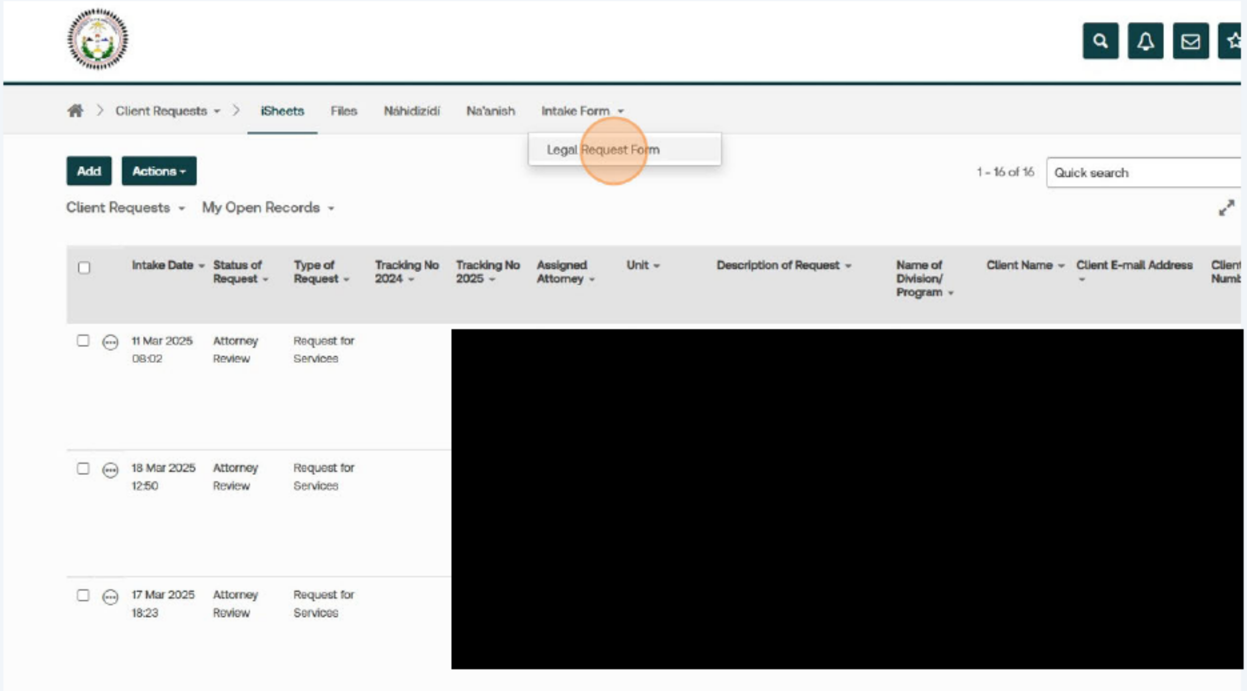
2 Click "Client Requests" Site



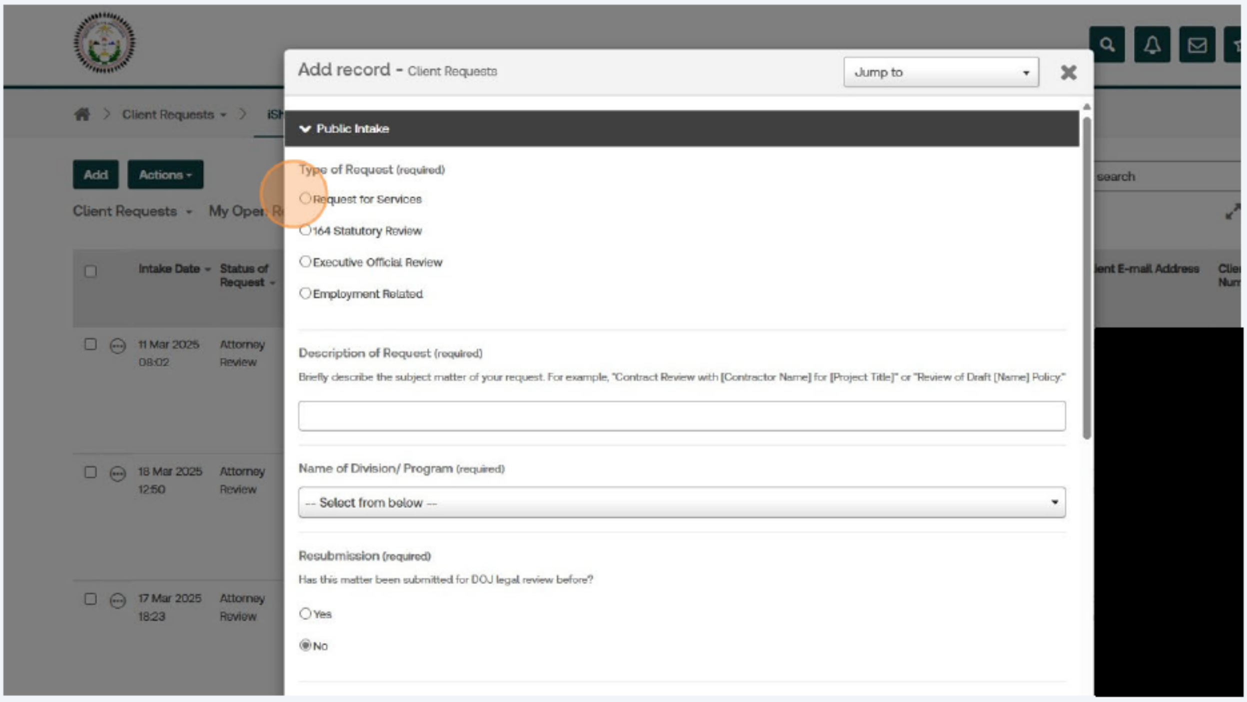
3 Click "Intake Form"



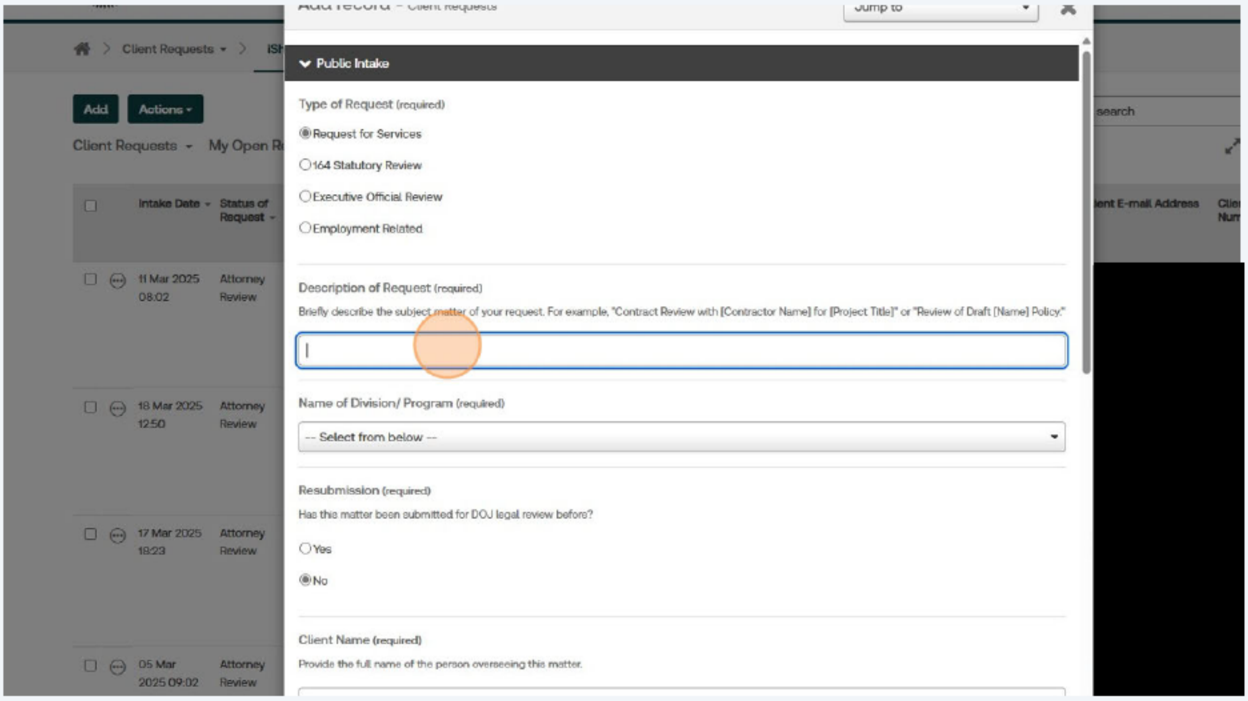
4 Click "Legal Request Form"



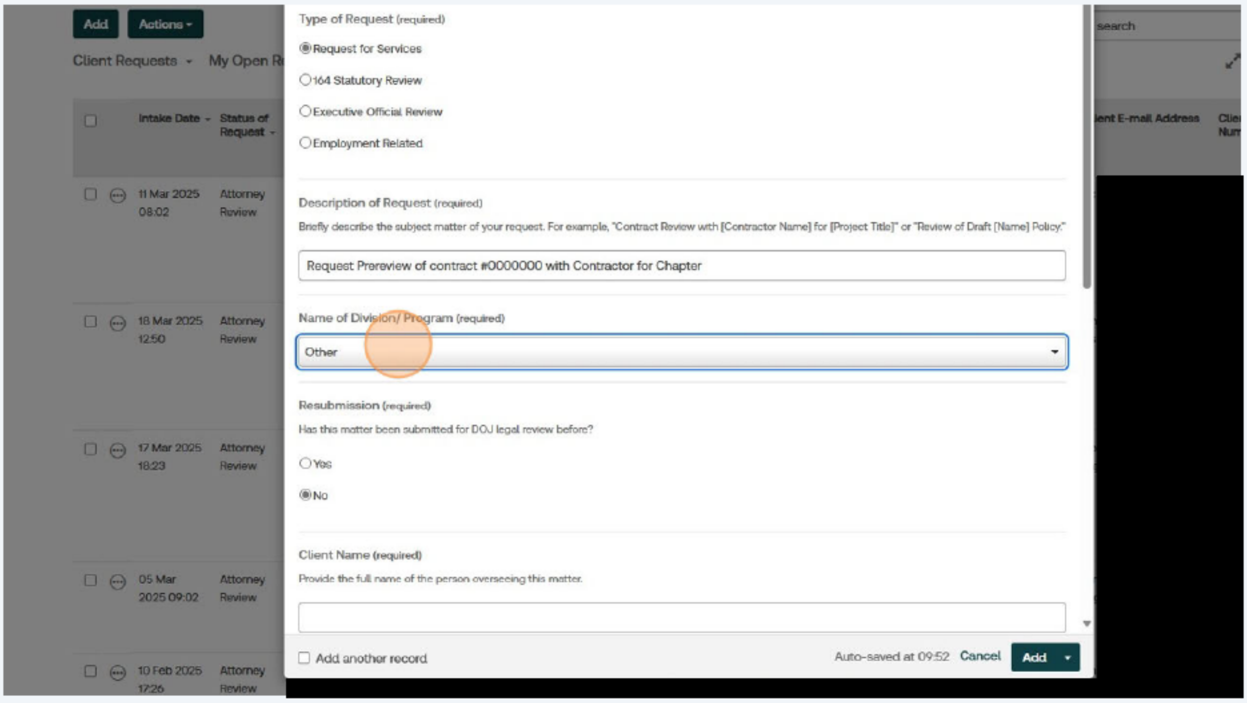
5 Select the Type of Request



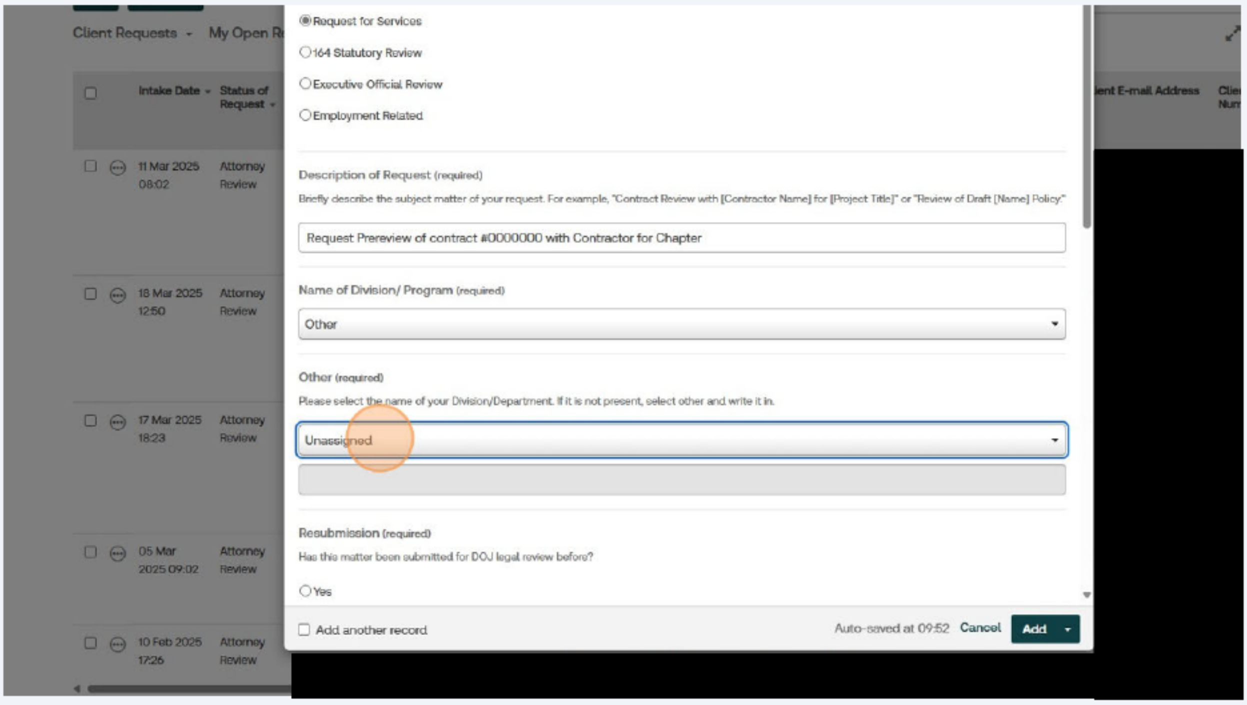
6 Provide a brief explanation of your Legal Request



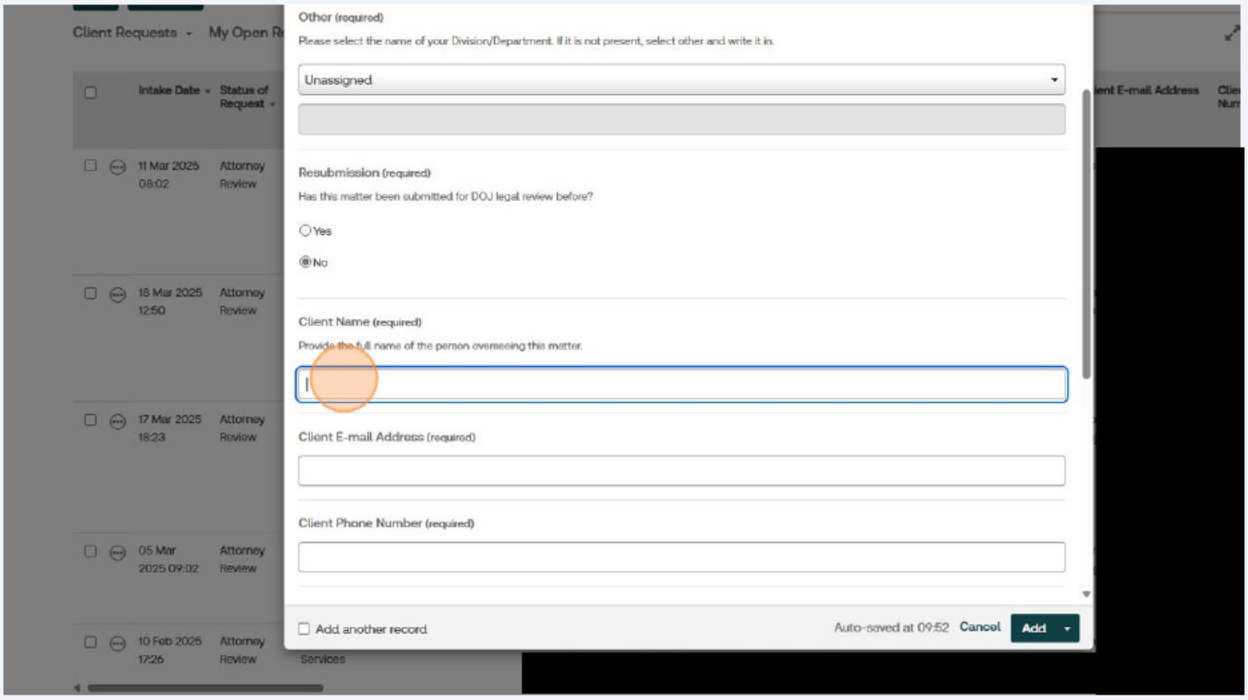
7 Select the name of the Division/Program making the request



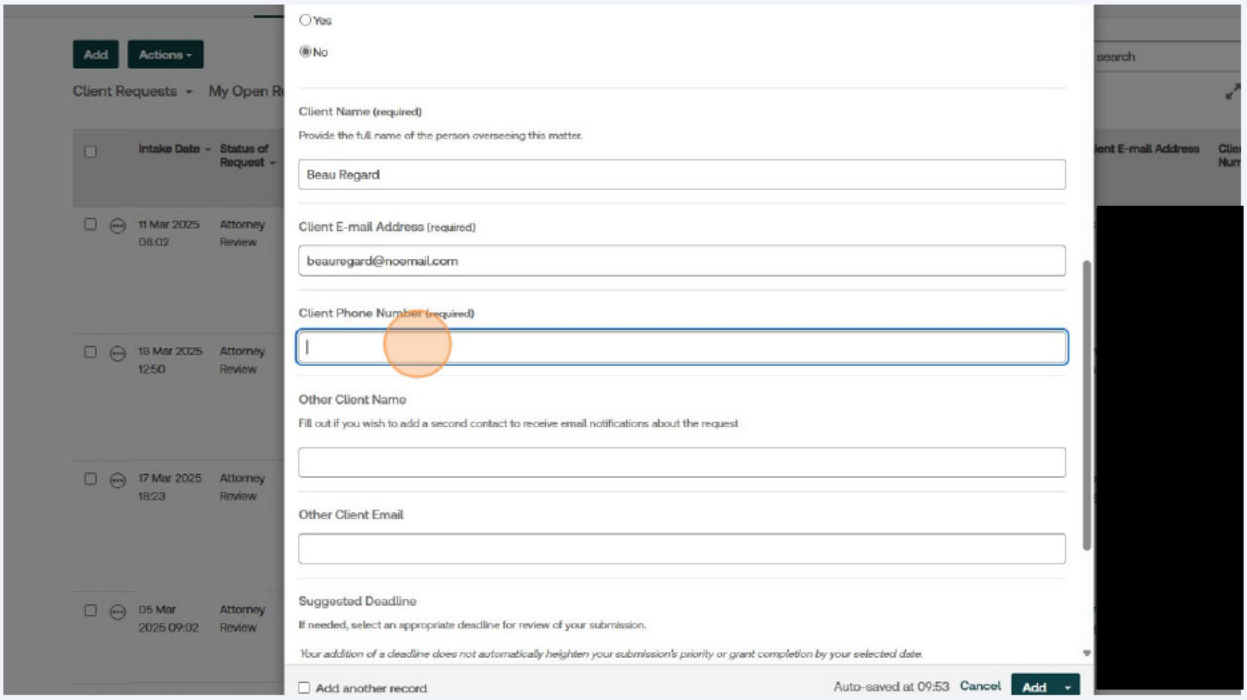
8 In the new drop-down, select the name of the department submitting the Legal Request



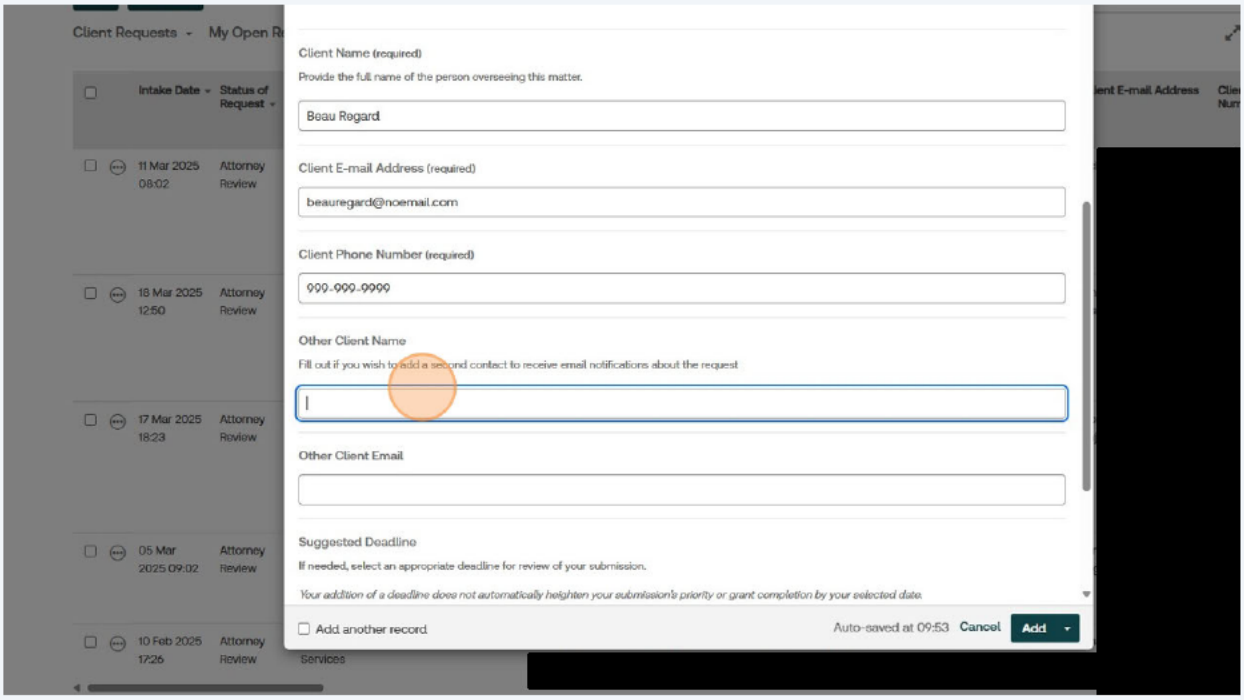
9 In "Client Name" add the first and last name of the person submitting the legal request



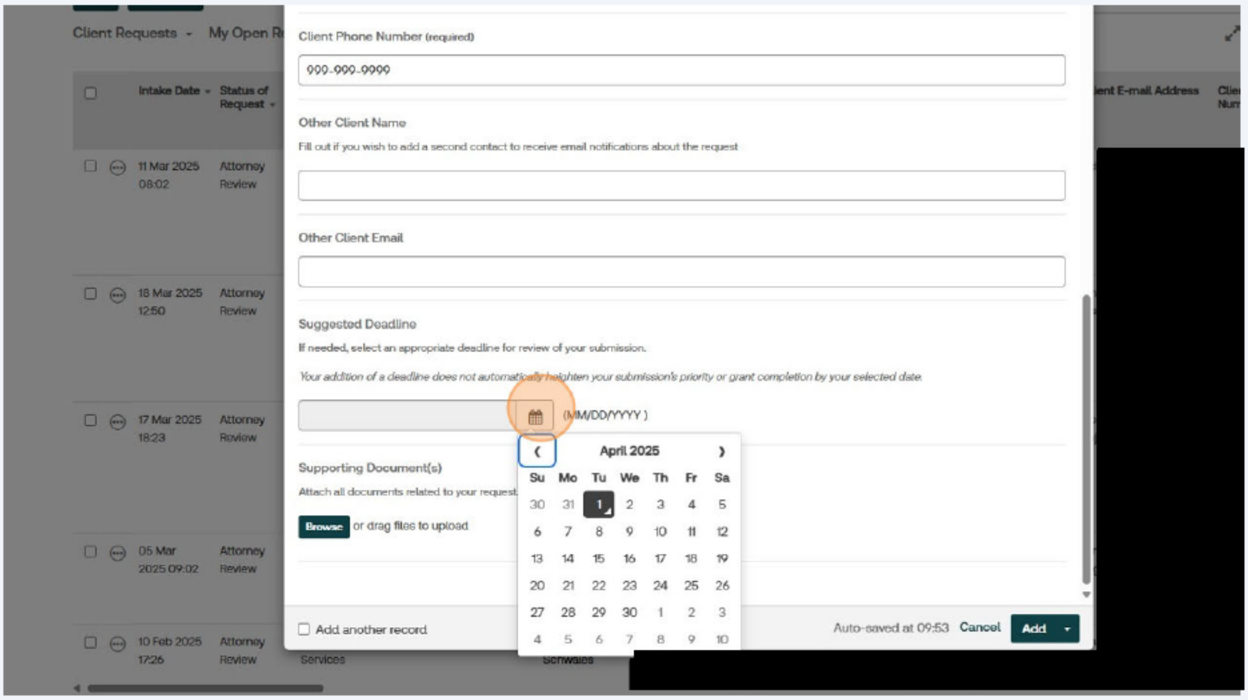
10 Provide the client email and phone number



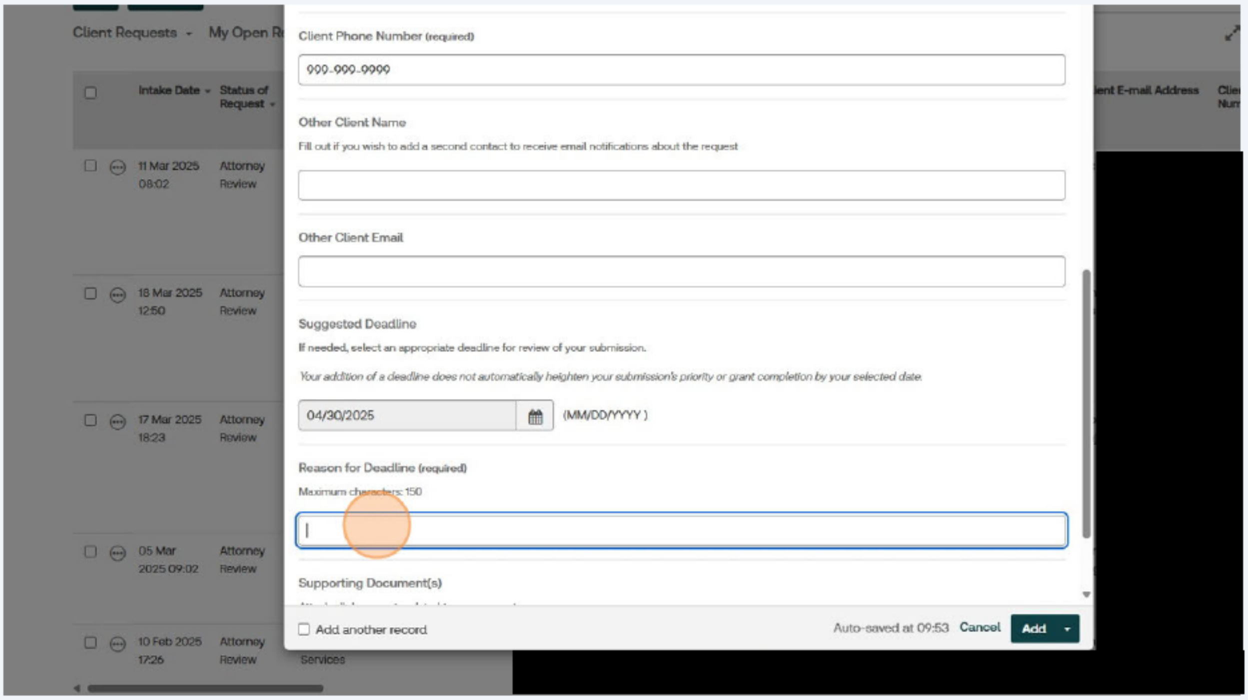
11 Add the full name and email for any other person you'd like notified via email of the Legal Request status



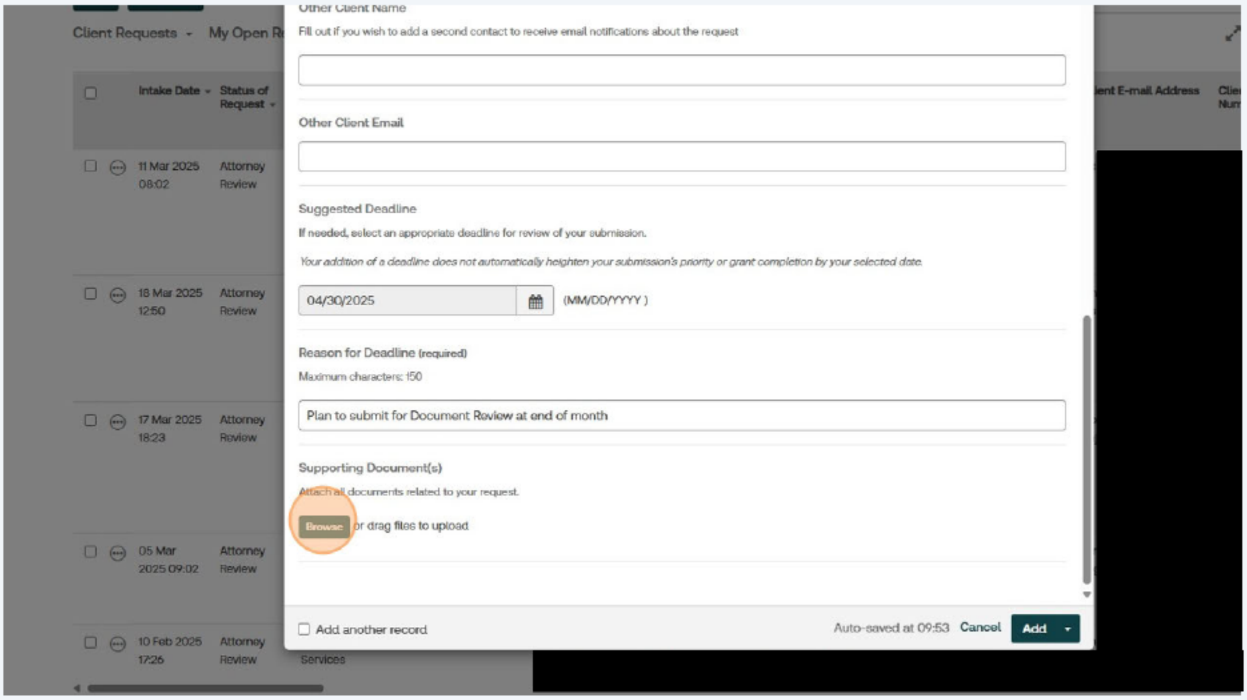
12 If necessary, select a preferred date for review completion



13 Provide a brief description on your reason for the deadline



14 Click "Browse" to add files your attorney will need to complete the legal review.



15 To complete the request, click "Add"