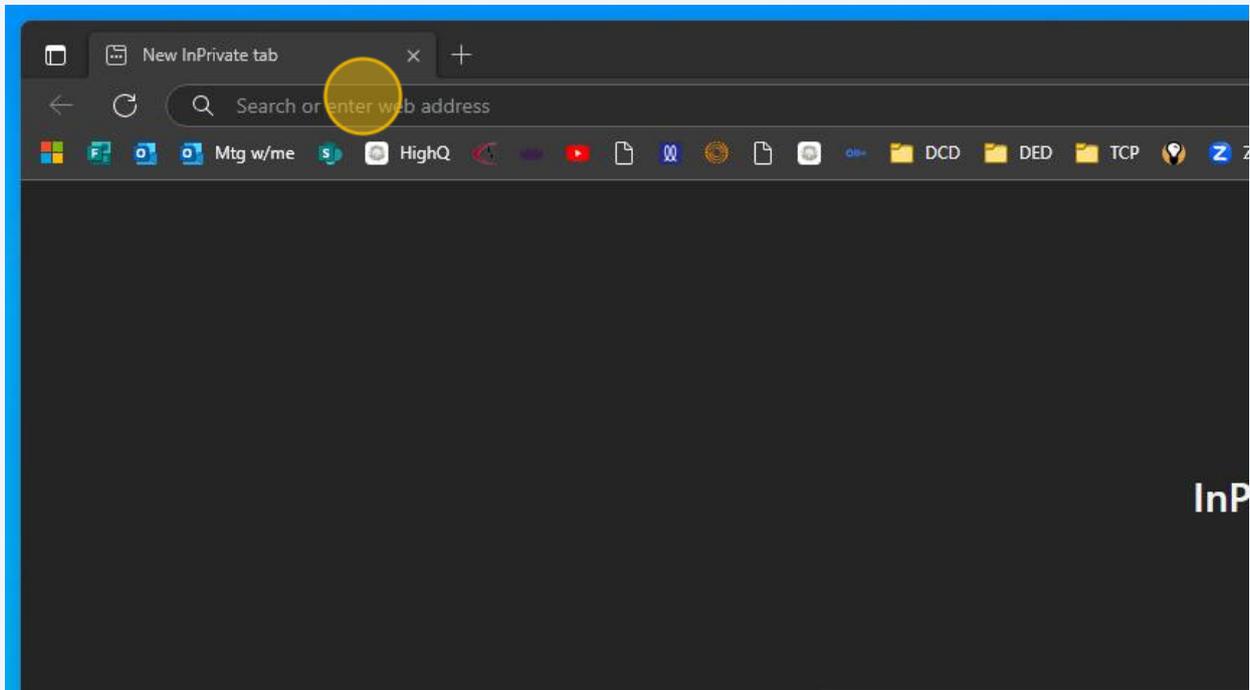


# How to Submit a Document Review request (the Yellow Sheet) to NNDOJ

This guide provides step-by-step instructions on how to submit a Document Review request (the yellow sheet) using the NNDOJ online system, HighQ. This applies for both a 164 Statutory Review or an Executive Official Review. 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.

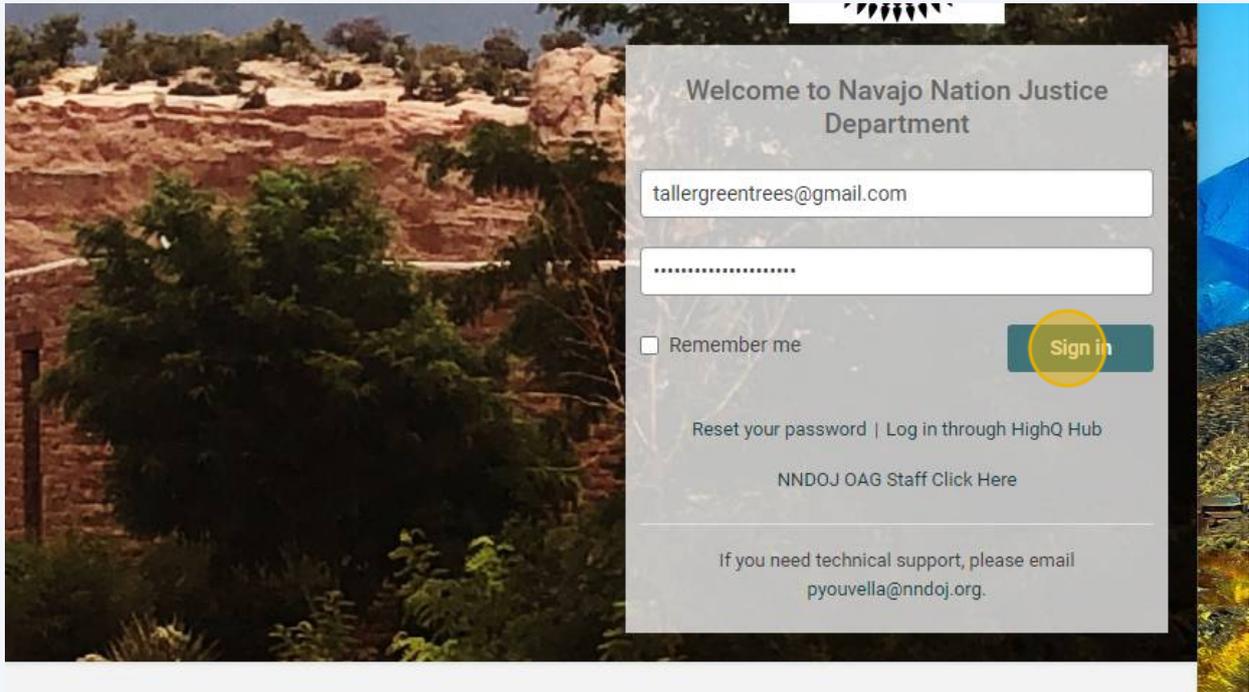
Please email [highqhelpdesk@nndoj.org](mailto:highqhelpdesk@nndoj.org) with any questions.

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

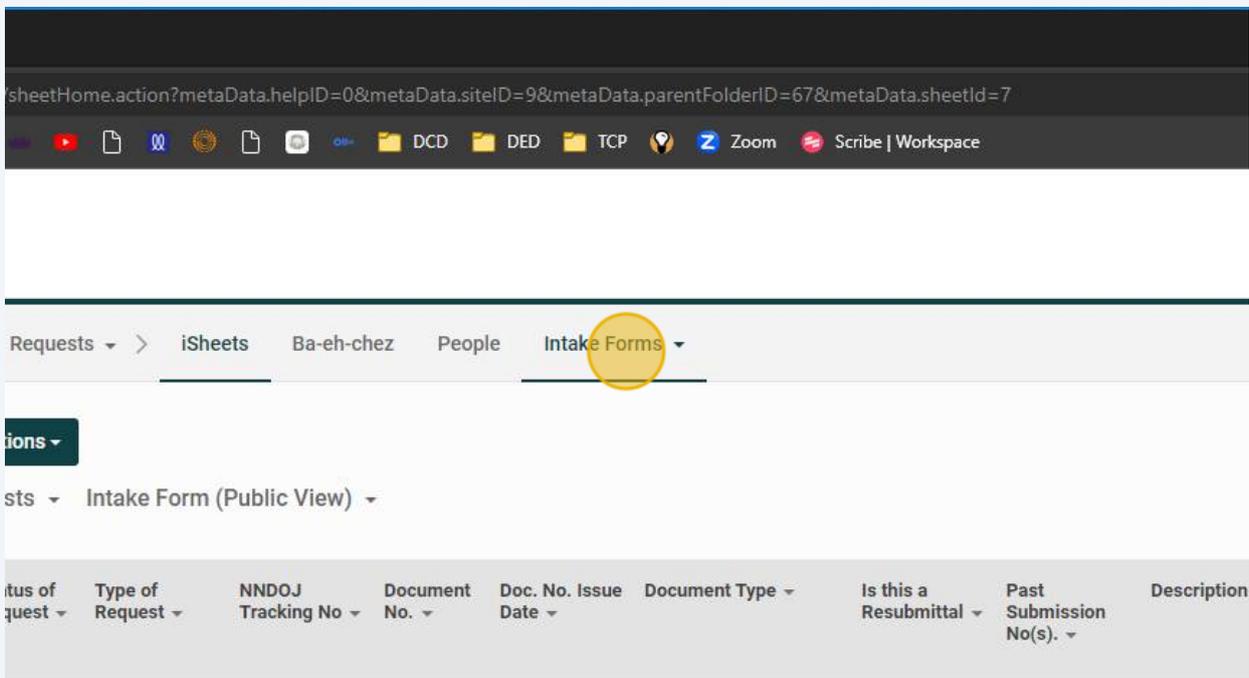


- 2 Type: <https://nndoj.highq.com/>

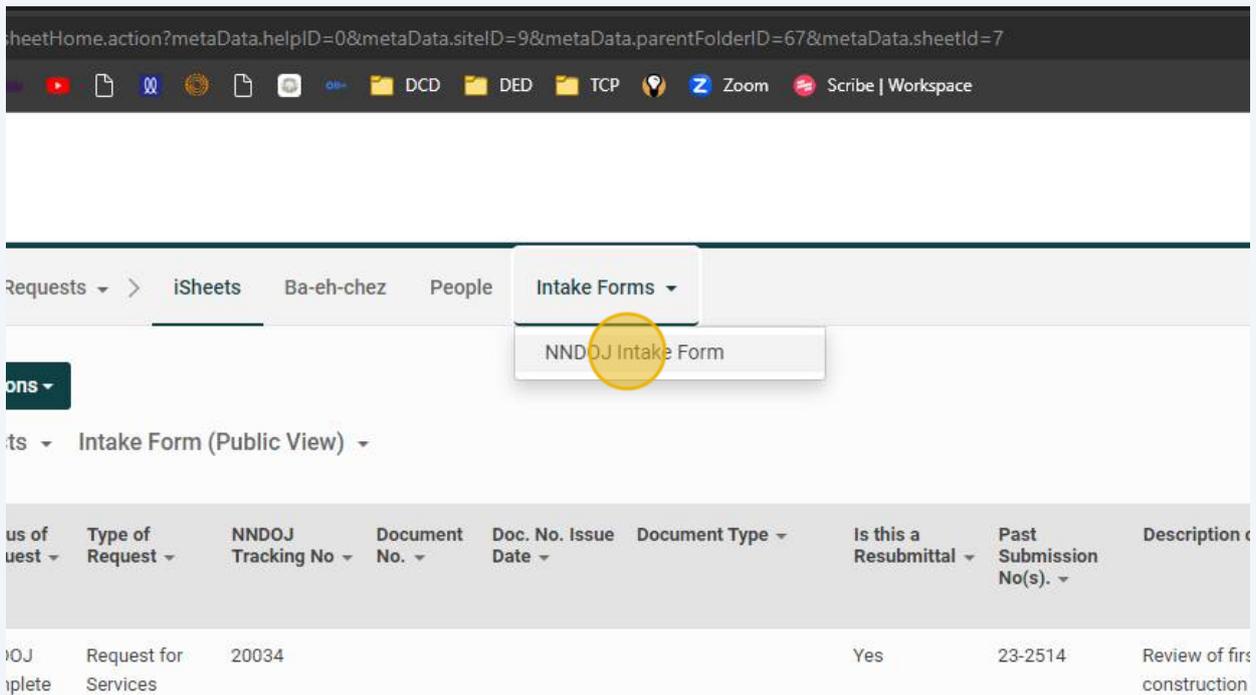
### 3 Enter your login credentials and Click "Sign in"



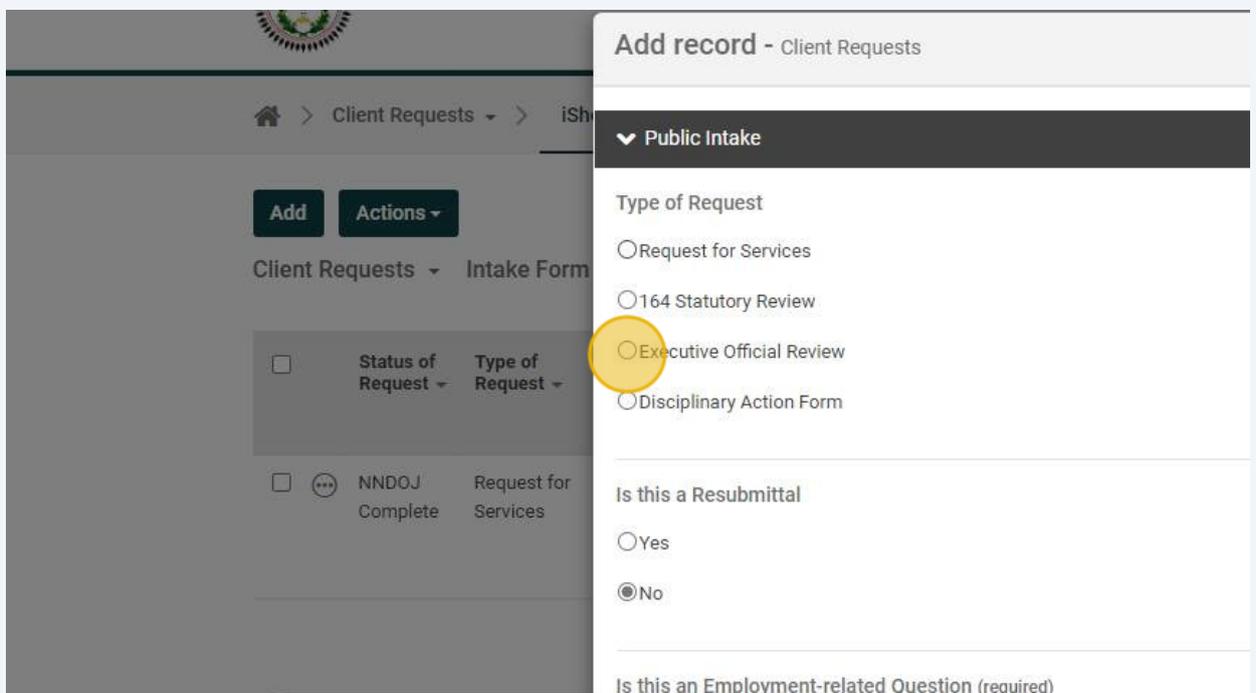
### 4 Click "Intake Forms" at the top middle of the page



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



6 Under "Type of Request," select "164 Statutory Review" or "Executive Official Review," whichever applies to the legal request



7

If the legal request is being resubmitted to NNDOJ, change "Is this a Resubmittal" to "Yes"

The screenshot shows a table with two columns: 'Status of Request' and 'Type of Request'. The table contains two rows:

Status of Request	Type of Request
<input type="checkbox"/> AAG Review	Request for Services
<input type="checkbox"/> NNDOJ Complete	Request for Services

Below the table, the form section 'Is this a Resubmittal' has two radio buttons: 'Yes' (highlighted with a yellow circle) and 'No' (selected with a black dot). Other visible form fields include 'Executive Official Review', 'Disciplinary Action Form', 'NNDOJ Tracking No' (20041), 'Description of Request (required)' (with text 'legal review of business site lease proposed language'), and 'Name of Division/Program (required)'.

8

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

The screenshot shows the 'Is this a Resubmittal' section with the 'Yes' radio button selected (highlighted with a blue square) and the 'No' radio button unselected. Below this is the 'Past Submission No(s). (required)' section, which includes a text input field (highlighted with a yellow circle) and the instruction: 'Please provide all Request for Service or Document Review Request numbers related to this matter'. Other visible form fields include 'Is this an Employment-related Question (required)' (with 'No' selected), 'Description of Request (required)', and '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)" field is highlighted with a blue border and contains the text "23-1547". Other fields include "Is this an Employment-related Question" (radio buttons for Yes and No, with No selected), "Description of Request" (a text area), "Name of Division/Program" (a dropdown menu), "First Name", and "Last Name". The form has "Add" and "Cancel" buttons at the bottom right. The background shows a sidebar with "Client Requests" and "Intake Form" sections.

10

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

This is a close-up view of the "Description of Request" section of the form. It includes the label "Description of Request (required)" and the instruction "Briefly describe your request". A yellow circle highlights the text input field. Below it are the "Name of Division/Program" dropdown and the "First Name" input field. The "Is this an Employment-related Question" section is visible above, with the "No" radio button selected.

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.

legal review of business site lease proposed language

**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

Division of Economic Development

Division of Economic Development (required)

-- Select from below --

- Select from below --
- Administration
- Business Regulatory Department
- Chinle Regional Business Development Office
- Eastern Regional Business Development Office
- Ft. Defiance Regional Business Development Office**
- Project Development Department
- Real Estate Department
- Shiprock Regional Business Development Office
- Small Business Development Department
- Support Services Department
- Tourism Department
- Western Regional Business Development Office

Add another record

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14

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

Select your department

Division of Economic Development

Division of Economic Development (required)

Ft. Defiance Regional Business Development Office

First Name

Last Name

E-mail Address

Add another record

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**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 associated with 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

NNDNJ Complete Request for 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 You may select a suggested deadline for the Document Review request

Request Type  
Request

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 heighten 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 you select a suggested deadline, provide a reasoning for its selection

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

**Add record - Client Requests**

Last Name: Whoville

E-mail Address: highqhelpdesk@nndoj.org

Phone Number: 111-222-3333

Suggested Deadline: 09/08/2023 (MM/DD/YYYY)

Reason for Deadline: My client would like to present to its Board of Director's at it's next meetin

Supporting Documents: Attach all documents related to your request. [Browse](#) or drag files to upload

**Document Review**

Add another record

Auto-saved at 13:42 [Cancel](#) [Add](#)

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20

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

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

grant completion by your selected date.

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

**Reason for Deadline**

My client would like to present to its Board of Director's at it's next meetin

**Supporting Documents**

Attach all documents related to your request.

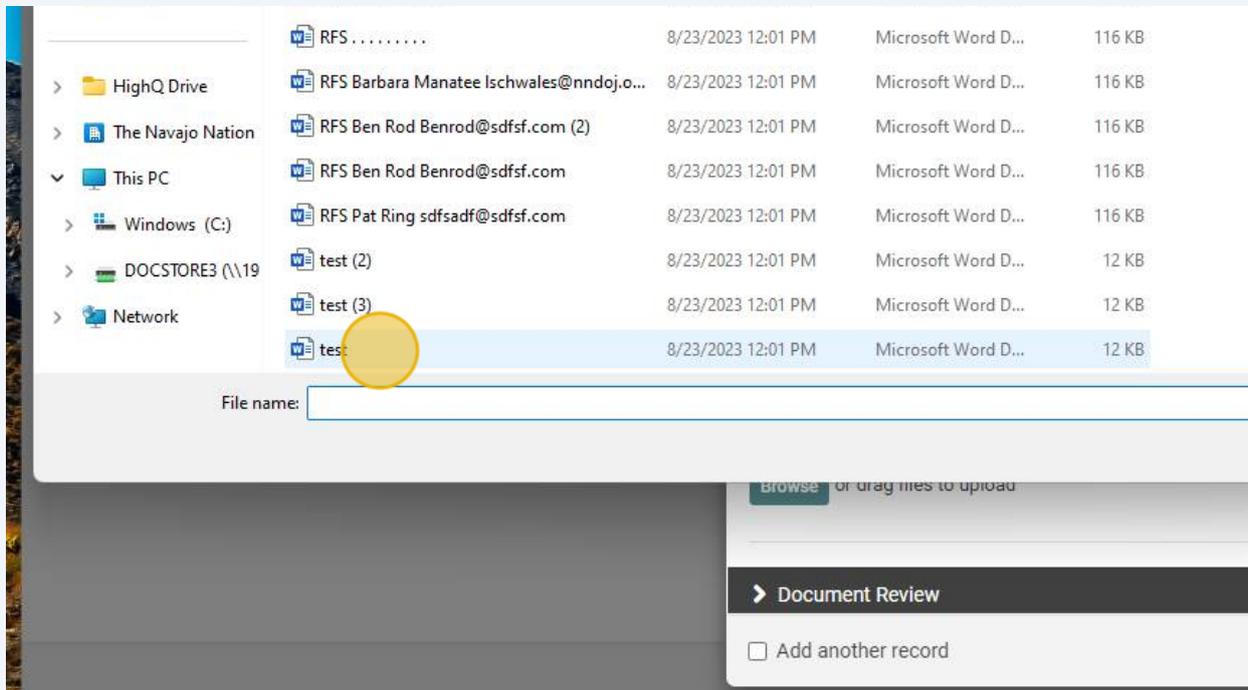
[Browse](#) or drag files to upload

**Document Review**

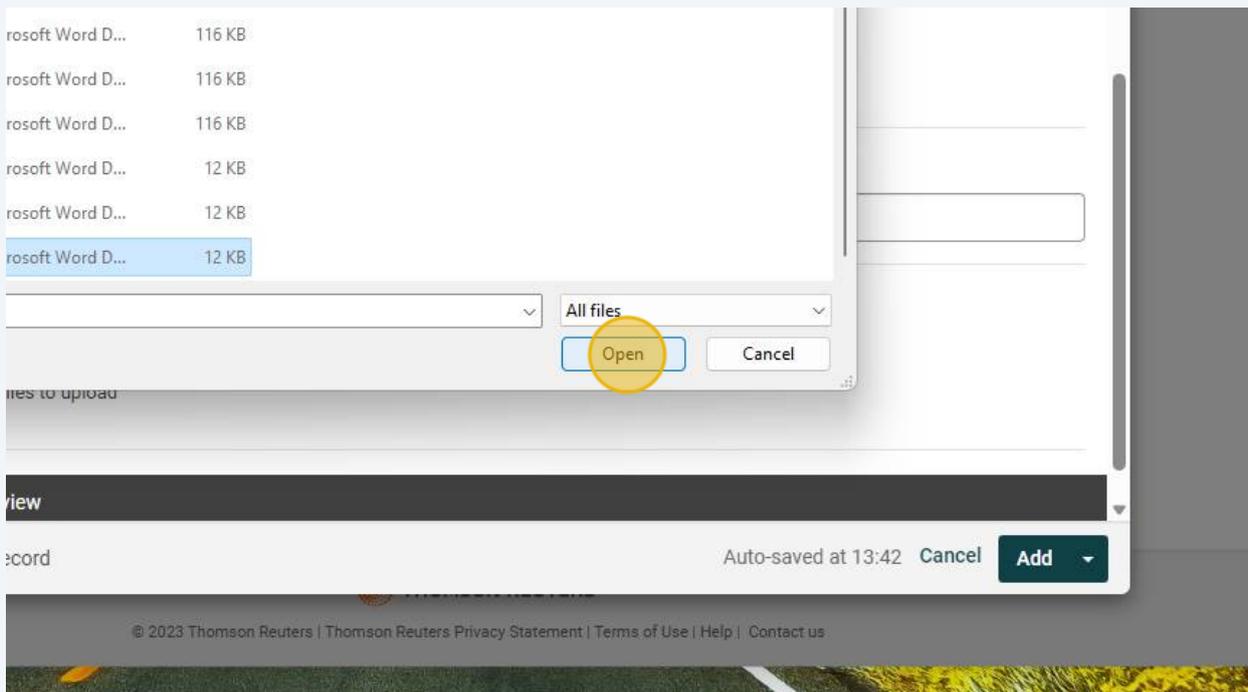
Add another record

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

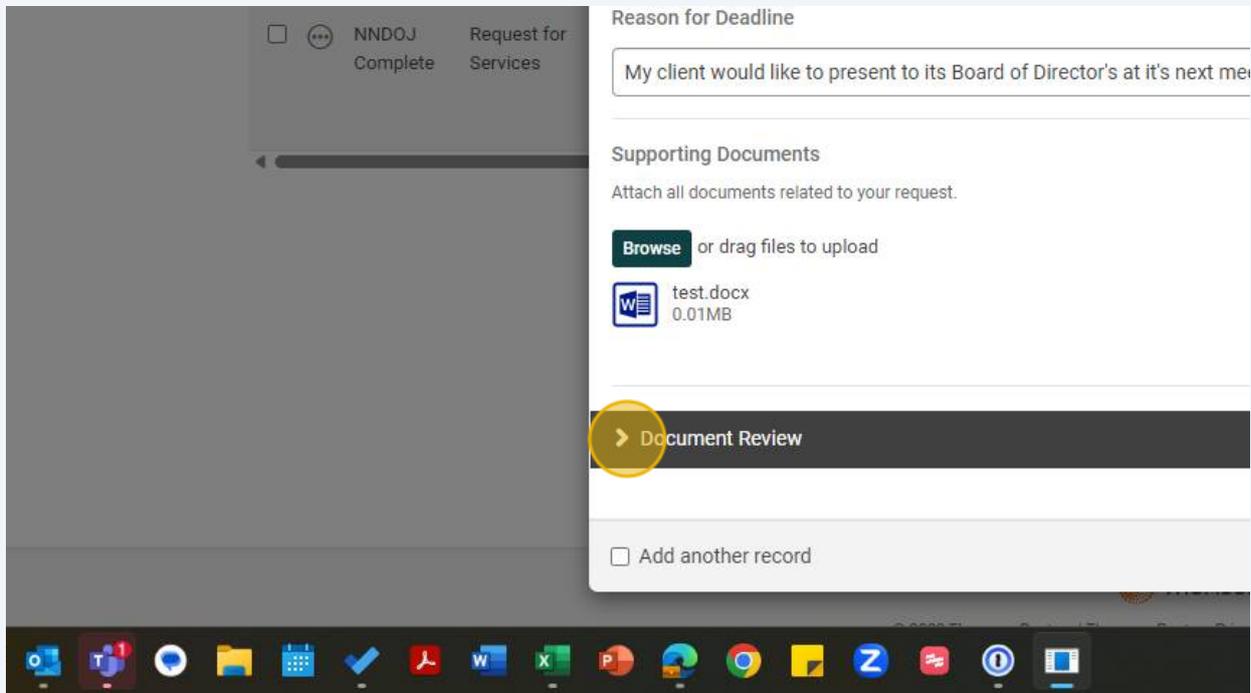


22 Click "Open" and repeat as necessary to attach all files



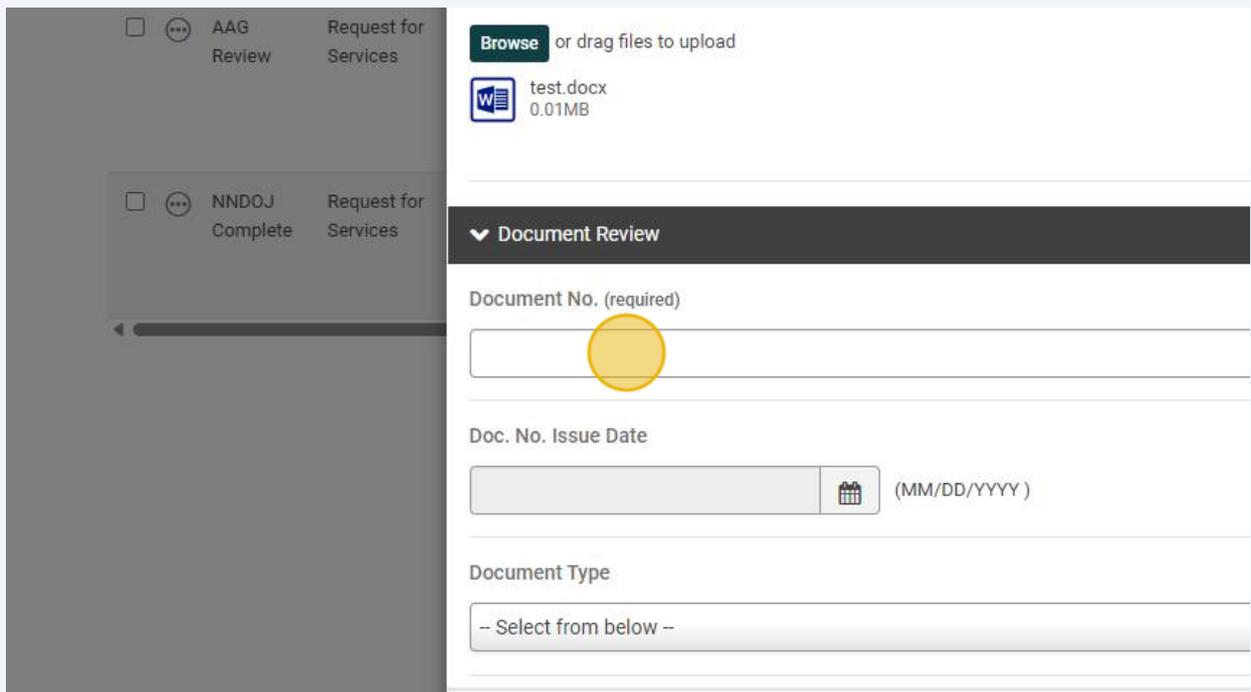
23

Select "Document Review" to open the menu to provide additional information related to your Document Review request



24

Enter the Document No. associated with the submission



25 Provide the date of issue for the document number

The screenshot shows a web interface for document review. At the top, there is a section titled "Supporting Documents" with the instruction "Attach all documents related to your request." Below this, there is a "Browse" button and the text "or drag files to upload". A file named "test.docx" (0.01MB) is listed. A green "Done" button is visible on the right. Below the file list, there is a "Document Review" section. The "Document No. (required)" field contains "021458". The "Doc. No. Issue Date" field is empty, with a calendar icon and the format "(MM/DD/YYYY)". A calendar overlay is open, showing "August 2023". The date "3" is highlighted with a yellow circle, and the date "31" is also highlighted with a black square. The calendar grid is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

26 Open the "Document Type" drop down menu

The screenshot shows the same web interface as in step 25. The "Document No. (required)" field contains "021458". The "Doc. No. Issue Date" field contains "08/03/2023". The "Document Type" field is a dropdown menu with the text "-- Select from below --" and a yellow circle highlighting the dropdown arrow. At the bottom of the form, there is a checkbox labeled "Add another record" and the text "Auto-saved at".

27

Select the Document Type you are submitting for review. Here, it is a Business Site Lease

Client Requests ▾ Intake Form

<input type="checkbox"/>	Status of Request ▾	Type of Request ▾
<input type="checkbox"/>	AAG Review	Request for Services
<input type="checkbox"/>	NNDOJ Complete	Request for Services

Reason for Deadline

My client would like to present to its Board of Director's at it's next meeting

Supporting Documents

Attach all documents related to your request.

**Browse** or drag files to upload

– Select from below –

- Assignment Mineral Leases
- Business Site Lease**
- BIDF, Loans, Delegations, or Leasing Transactions
- Contract/Subcontract Expending/Receiving Funds
- Fund Management/Expenditure Plan, Budget Modification, etc.
- Grant Application
- Grant/Funding Agreement
- IGA, Budget Resolutions, Reallocations, or Amendment
- Land Withdrawal, Commercial
- Land Withdrawal, Non-Commercial; General Land/Resource Lease
- Lease Purchase Agreement
- Local Governance; Plans of Operation
- MOA/U, Letter of Assurance, Agreement Expending Funds
- MOA/U, Letter of Assurance, Agreement Not Expending Funds
- NHA Fund Release

28

Once all files are attached and all Document Review information provided, Click "Add" to send your Document Review request to NNDOJ

The Elephant

Auto-saved at 06:52 Cancel **Add**