

# When to Accept (or Reject) a Converted Policy

## What is happening:

The policy reflects what was provided to PolicyStat.



## What you should do:

**Accept the policy**

The policy needs minor changes (e.g. - title, typos, dates, etc.)



**Accept the policy.** Contact your site administrator to make minor changes.

The policy does not reflect what I provided to PolicyStat.



**Reject the policy.** Provide comments regarding where it does not match the original. The policy returns to PolicyStat for corrections will need another review after changes are made.

I no longer want the policy in the system.



**Accept the policy.** Contact your site administrator to delete or retire the policy.

I would like to edit or add/remove new content to the policy.



**Accept the policy.** Edit the accepted policy and initiate the Approval Workflow process.