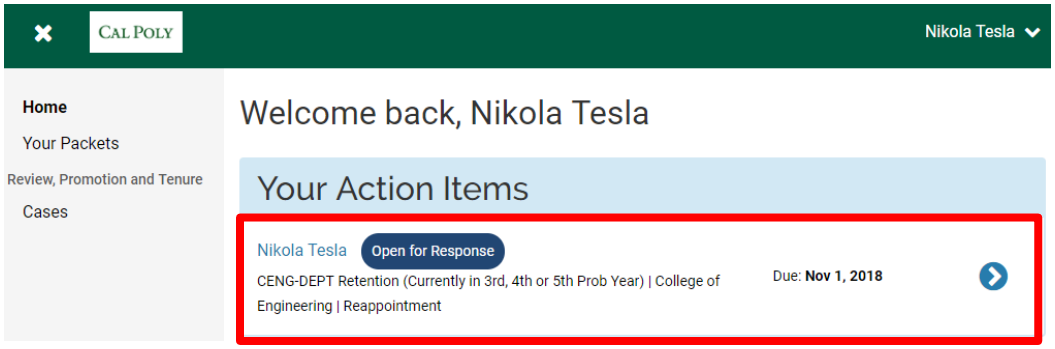
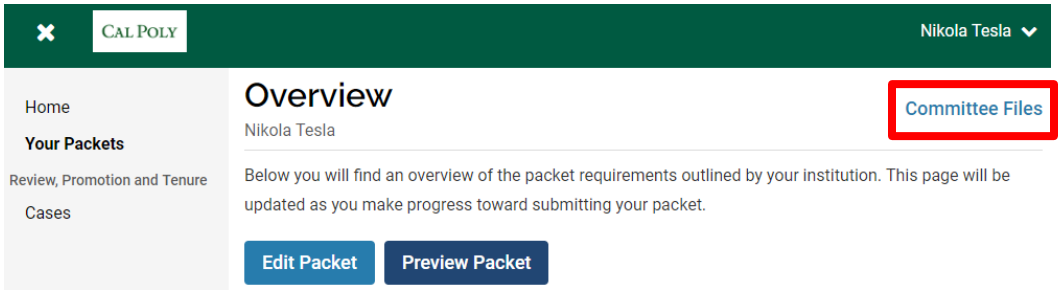
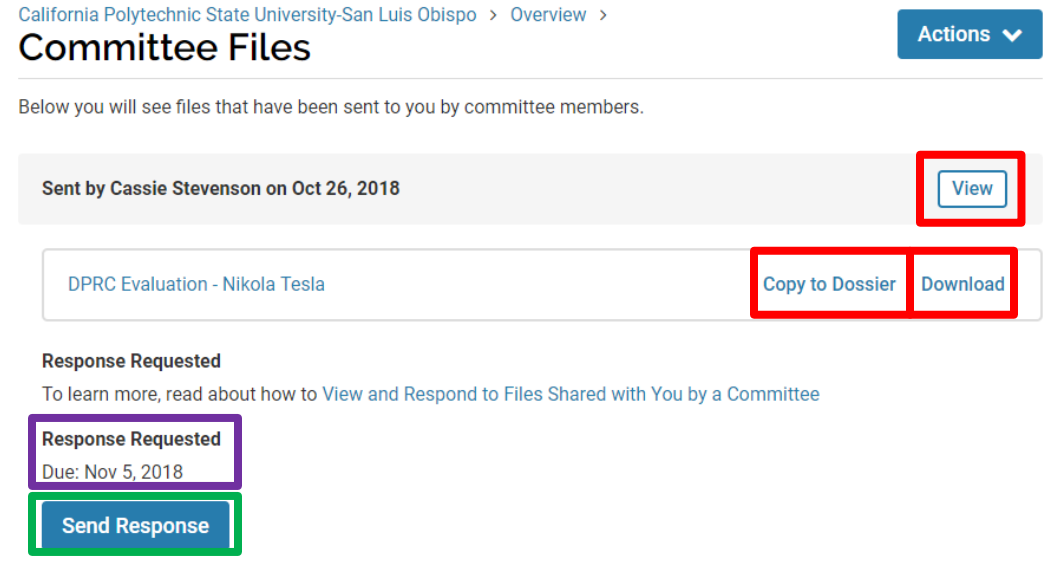
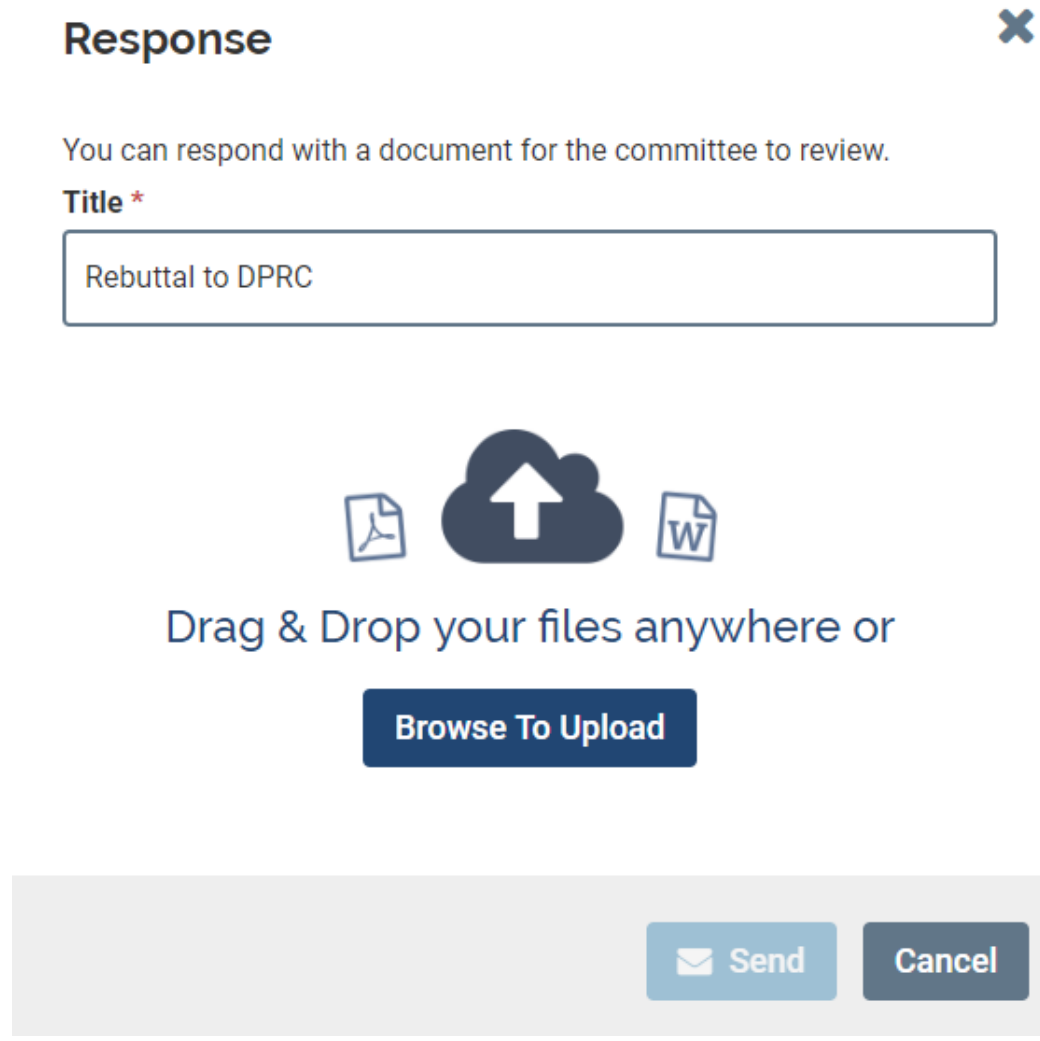
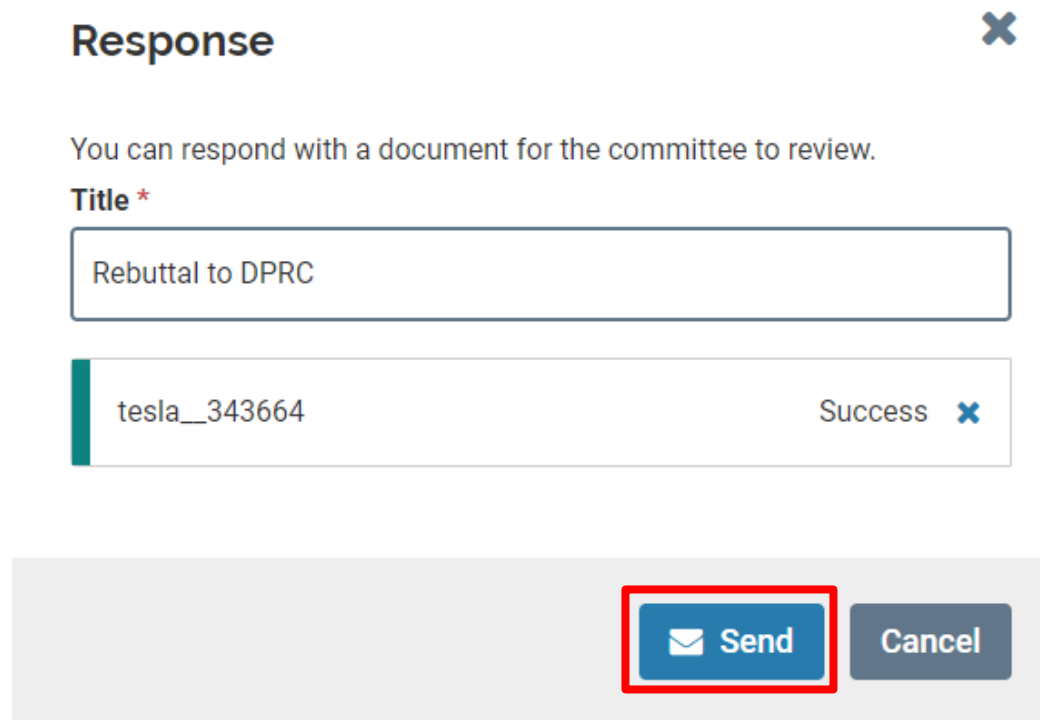
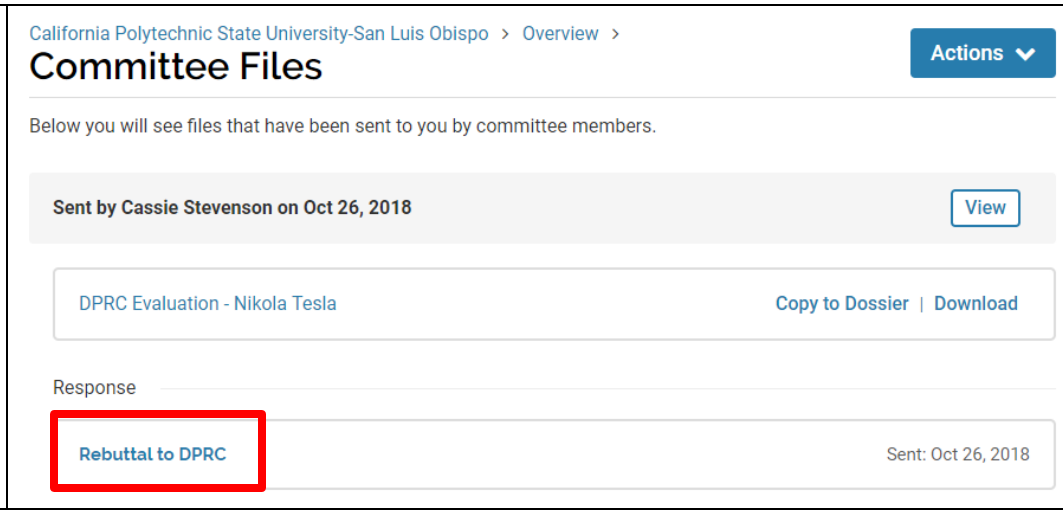
Instruction	Screenshot/Details
Submitting a Rebuttal Using Interfolio	
1) Login to Interfolio and on your homepage, you will see your case and a tag that reads, "Open for Response". **2)** Select your case.	
3) Next select "Committee Files" in the upper right-hand corner.	
4) On the "Committee Files" page, you may select any of the following actions: **a.** "View" to read the evaluation that was shared with you **b.** "Copy to Dossier" to save this evaluation in your dossier **c.** "Download" to save this evaluation on your computer **d.** "Send Response" to upload a rebuttal **e.** **5)** From this page you will also see the rebuttal due date (**purple box**). Please note that this is a hard deadline and your rebuttal will need to be uploaded no later than that date at 9:00 pm PST. **6)** If you wish to submit a rebuttal, select "Send Response" (**green box**).	

7) Type a title for your rebuttal document. We recommend "Rebuttal to Level of Review" (e.g., DPRC, Chair, CPRC or Dean)"

Examples: Rebuttal to DPRC, Rebuttal to Chair, Rebuttal to CPRC, etc.



8) Then "Browse To Upload" or "Drag and Drop" your rebuttal file into this window and select "Send".



9) You can verify your rebuttal has been received on the page you are redirected to because under “Response” you will be able to view the document you uploaded by selecting the document name.