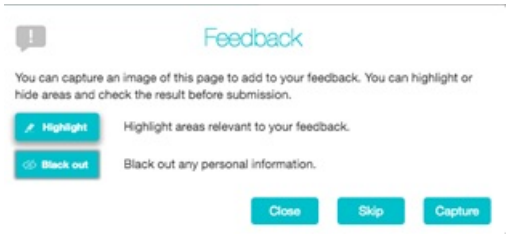
Sending Feedback

If you want to send feedback to your service provider, for example to report a bug or suggest an enhancement, click on the **Send Feedback**

You will then see a pop-up.

CommPortal Send Feedback



- If you want to include a screenshot of the CommPortal interface:
  - Highlight particular areas of the screen by selecting**Highlight**, positioning the cross-hatch and then dragging – the area that will be included in the screenshot will be highlighted.
  - Use the **Black out** option to disguise any personal information
  - Click **Capture**.
- If you do not want to include a screenshot, click**Skip**.
- This launches a second screen, with the screenshot on the right (if you have taken one) and a box where you can add a description of the problem you have encountered or enhancement you would like to see.

Send Feedback second pop-up



- Finally, click the Submit link to send your feedback.

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