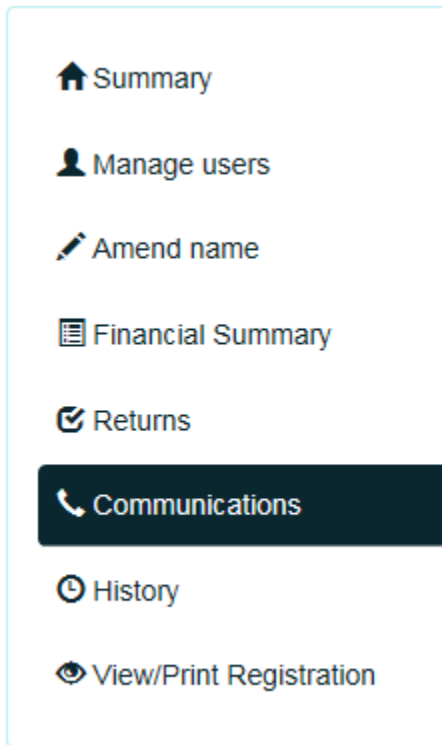
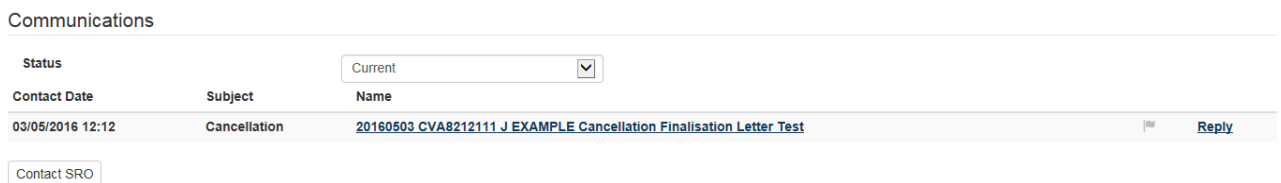


## Replying to communications

1. Click on your account name from the home menu.
2. Click on the **Communications** menu as follows:



3. Amend the **Status** drop down list if required.
4. The communications are displayed as follows:



5. To respond, click on the **Reply** link.
6. The Reply to SRO screen is displayed as follows:

### Reply To SRO

**Subject** Re:20160503 CVA8212111 J EXAMPLE Cancellation Finalisation Letter Test

**Message**

**File**

7. Enter a **Message**

8. Click on the **Browse** button to attached a file, if required.
9. Click on the **Send** button.