![maestro]
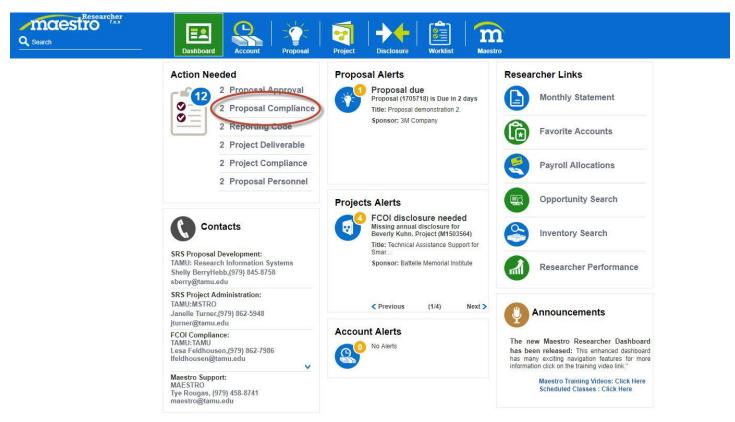
HOW TO COMPLETE A PROPOSAL COMPLIANCE

> **For Video Instructions click HERE**

1) After logging in to Maestro, click on "Proposal Compliance" under the Action Needed tab:

2) Answer the questions provided. If you answer Yes, you must click the Edit button.

3) Once you selected Edit, click on the Create button and enter the appropriate information into the highlighted field.

4) Click the Save button, then the Back button, when you are finished.

6) After you have answered all of the appropriate questions, you may click Save and then Complete to finish your Proposal Compliance.

If you have any questions or comments, please use the contact information provided on the lower left portion of the Portal screen.