Announcement Management

How do I view an announcement?

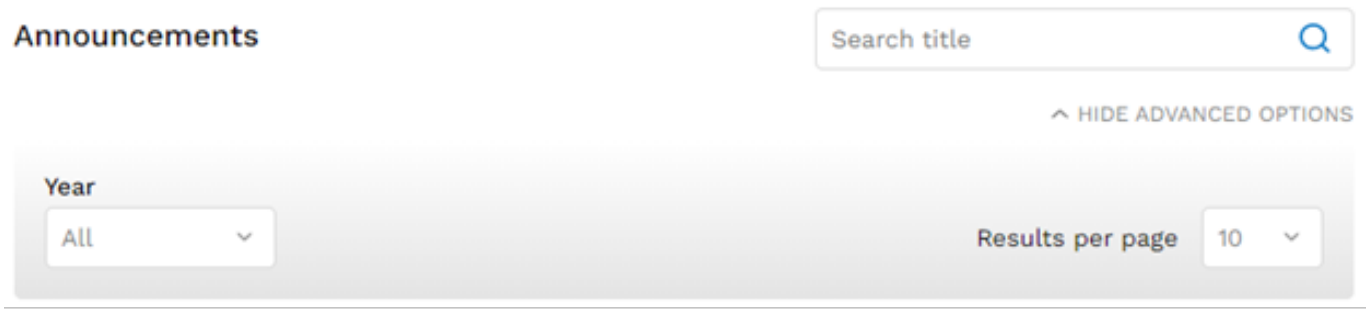
To view an announcement, follow these steps:

1. Go to Announcements on the left navigation bar.
2. Find the announcement you'd like to view:

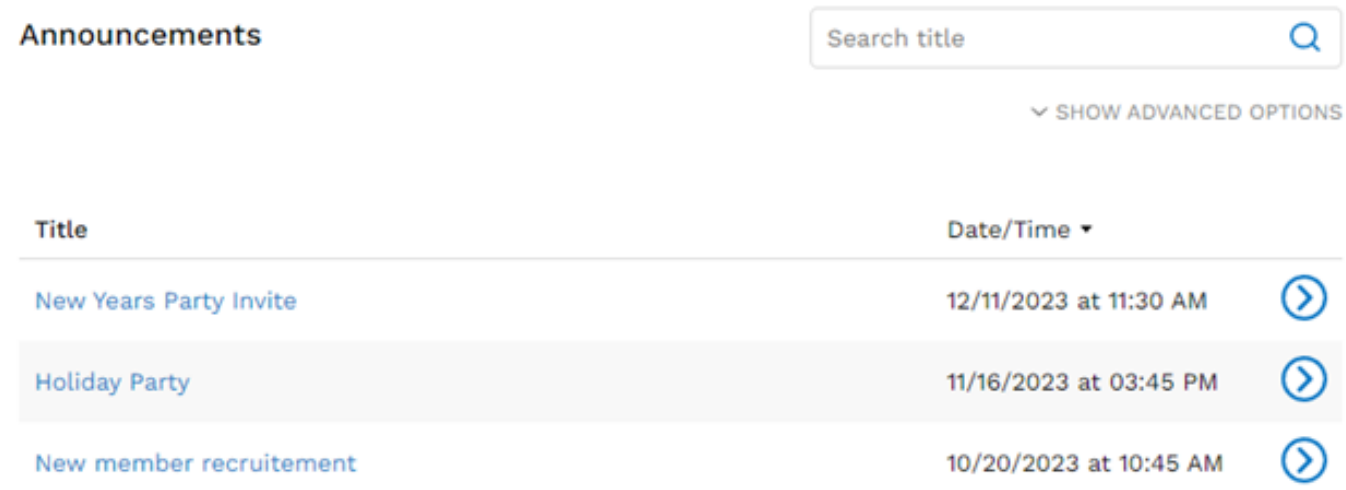
a. Search via the search bar.

b. Scroll down to find the announcement.

c. Filter results by year by expanding the Show Advanced Options arrow.



3. Click on the blue arrow icon on the announcement you'd like to view.



Didn't find what you're looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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