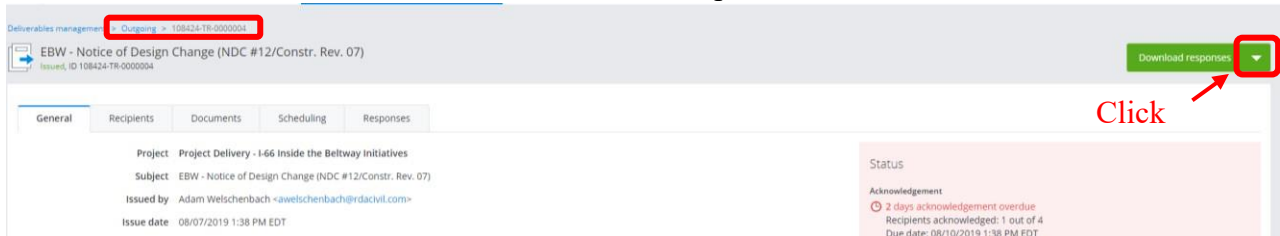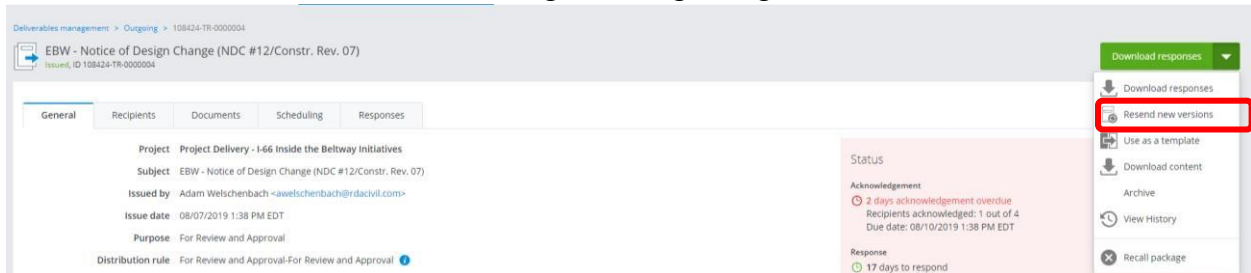# PWDM – Resubmitting a Submittal
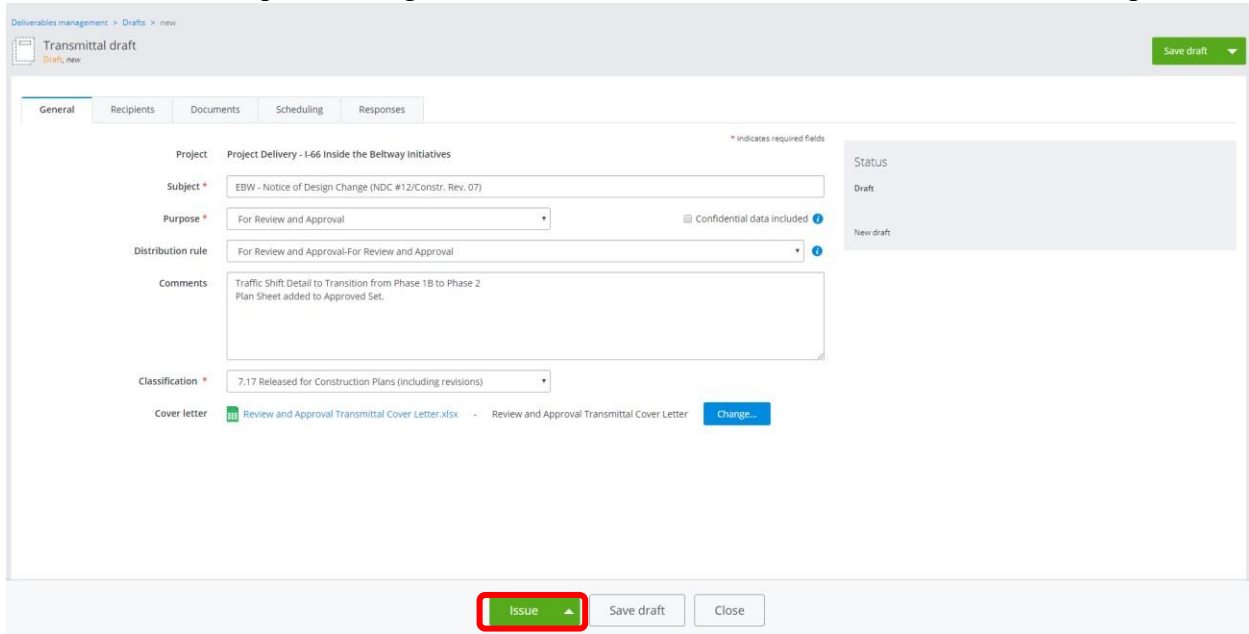

- Open the desired submittal in the "Outgoing" tab in the ProjectWise web portal.
- Click on the down arrow next to "Download responses":

- Select "Resend new version" to begin making changes to the submittal:

- Make the required changes to the submittal and issue the new version when complete:

- An incremental letter will be appended to the transmittal/submittal number when it is revised and re-issued. Current and previous versions of the submittal should be available via the version dropdown list (labelled "Current", next to the document ID number below):