To Complete a **Custom Route** Request

1. Select “Custom Route” from the Decision to open a Pending Custom Route page.

![Custom Route Decision](image)

2. Add Participant(s) on the Pending Custom Route page.  
   Open the Hierarchy to select the participant(s)* by name. Do not select any committee.  
   Click (highlight) and add.

![Add Participant](image)

*Please note*: all selected participants will be required to vote to approve the custom route.
3. Complete the entire request form as indicated below.

Please note: When multiple pending routes have been requested, the others will display under the participant’s route in the “Other Pending Route Requests” section. Although all users can preview any pending route, only the participant who created the route can edit its settings.

A participant can edit her route up until the moment the system administrator approves or rejects the request.

4. Provide your reason in the comment area.

5. Preview and submit your request.