

# Secure Review Submission

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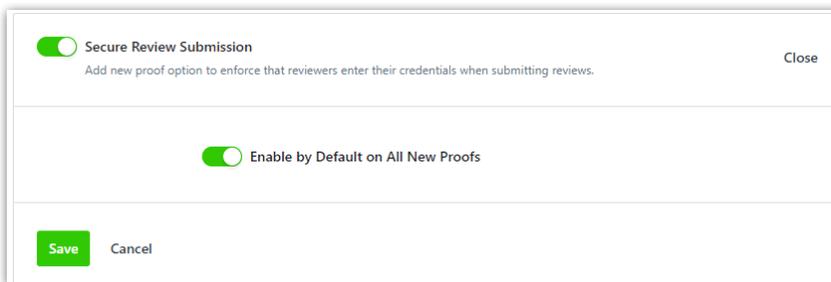
Add a layer of security to your reviews with Secure Review Submission\*. When you enable this electronic signature feature, reviewers will be required to provide a Lytho-generated PIN number to verify their identity when submitting their final approval status. We have designed Lytho Workflow to fulfill the full requirements of FDA 21 CFR Part 11 when paired with your own SOPs, processes, and policies.

*\*Available to Business and Enterprise customers*

## Setting up Secure Review Submission

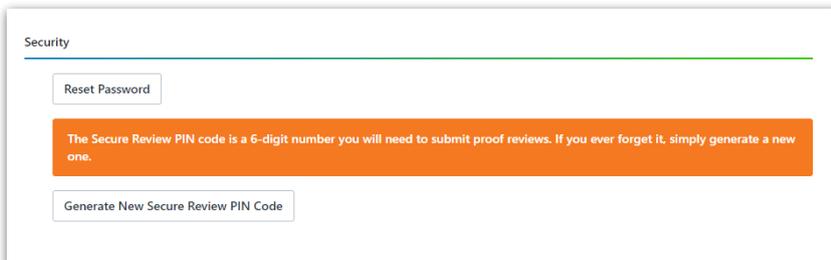
To turn on Secure Review Submission in your account, navigate to **Account Settings**. On the **Features** page, scroll down to **Secure Review Submission** and select the toggle to enable this feature.

Once enabled, you can adjust if this feature is enabled by default for all new proofs going forward.



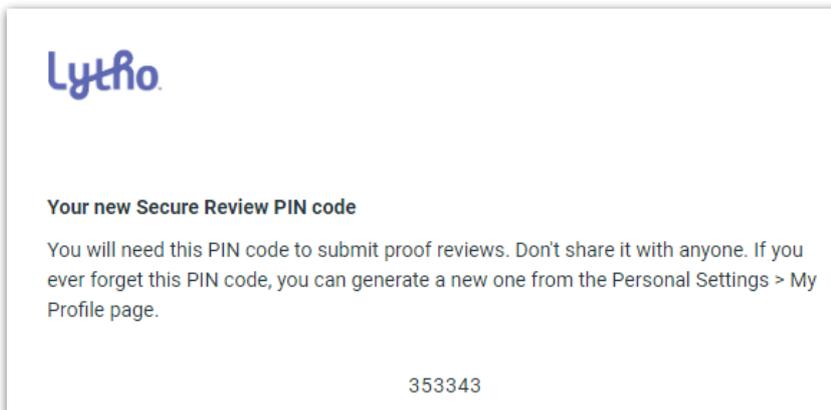
The screenshot shows a settings panel for 'Secure Review Submission'. At the top, there is a green toggle switch that is turned on, with the text 'Secure Review Submission' and a subtitle 'Add new proof option to enforce that reviewers enter their credentials when submitting reviews.' To the right of the toggle is a 'Close' button. Below this, there is another green toggle switch, also turned on, with the text 'Enable by Default on All New Proofs'. At the bottom left, there is a green 'Save' button and a 'Cancel' link.

Users will need to generate a 6-digit pin by navigating to their **Personal Settings** and choosing the **My Profile** page. In the **Security** section, select **Generate New Secure Review PIN Code**. This pin will be requested when they submit feedback on reviews.



The screenshot shows the 'Security' section of a settings page. It has a 'Reset Password' button. Below that is an orange informational box that reads: 'The Secure Review PIN code is a 6-digit number you will need to submit proof reviews. If you ever forget it, simply generate a new one.' At the bottom, there is a button labeled 'Generate New Secure Review PIN Code'.

Users will receive their permanent PIN via email.



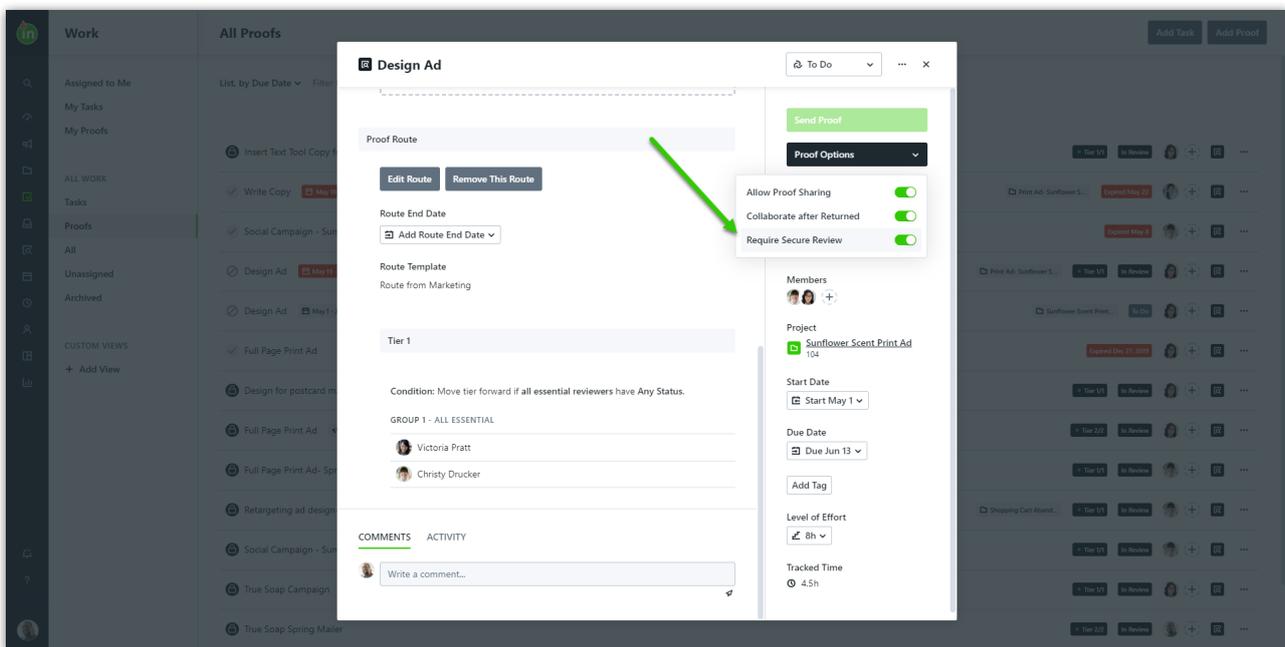
The screenshot shows an email notification from Lytho. It features the Lytho logo at the top. Below the logo, the text reads: 'Your new Secure Review PIN code' followed by 'You will need this PIN code to submit proof reviews. Don't share it with anyone. If you ever forget this PIN code, you can generate a new one from the Personal Settings > My Profile page.' At the bottom center, the PIN code '353343' is displayed.



Generating a new PIN bypasses email digest delays (<https://guide.lytho.com/help/notifications#email-frequency>). You will receive a new pin immediately after generation dependant on internal email security settings.

## Enabling Secure Review Submission on the Proof

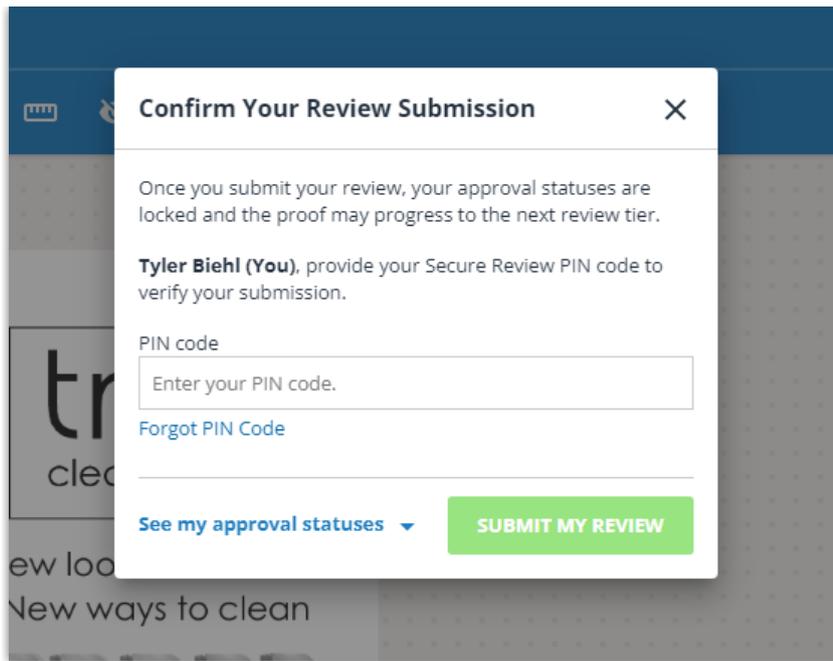
If you toggled the feature setting, your Secure Review Submission settings will be applied to all new proofs by default, but you can also adjust the settings on every proof version created. To update the settings for an individual proof version, navigate to **Proof Options** and disable or enable **Require Secure Review** to require reviewers to enter their PIN when submitting their reviews. Enabling or disabling this setting will be captured in the proof's Activity Feed.



Secure Review Submission settings can only be adjusted before the proof is sent. Once a proof is sent, you cannot enable or disable this setting until a new proof version is created.

## Submitting Your Review

When Secure Review Submission is enabled, the review process will be identical to a normal review except during final submission. When submitting their approval, each reviewer will need to enter their PIN Code before clicking **SUBMIT MY REVIEW**.



If the reviewer has forgotten or has not yet generated their code via the Personal Settings menu, then can select **Forgot PIN Code** to have a new PIN code sent to their email.



Credentials will also be required when submitting reviews on the [Lytho Review App](https://guide.lytho.com/help/inmotion-ignite-review-app-for-ios-and-android) for iOS and Android. (<https://guide.lytho.com/help/inmotion-ignite-review-app-for-ios-and-android>)

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