

# WEB POSTING REQUEST FORM

Please complete the WEB POSTING REQUEST form. A member of the QSED web team will respond to your request once received. All material, content, and updates in this request must be cleared through all the proper channels before submitting request to the web team. **(1) Fill in** the request date, requestor's/SME(s) name, division name and title of request fields. **(2) Copy and Paste** the URL link that identifies the section page from www.cms.gov. in the URL/Content Location field. (The section page is where the existing/new content will be posted/updated). **(3) For all web content updates, Copy and Paste** the current web-page language in the Current Content field, if applicable. **(4) Next, Copy and Paste** the replacement content in the revised content field, if applicable. **(5) Provide** the clearance dates in which your requested materials were cleared by your Division, QSOG Front Office, OGC (if applicable), and final clearance from QSOG FO Special Assistant. **(6) Provide** the Date and Time in which you would like your request to be released/published. **(7)** For any additional guidance/instruction for our team, please provide information in the comments section. **(8) Identify** if this request will need 508 accessibility support. **(9) Attach** all supporting document(s) by using the paper clip located in the left side bar or by using the attach button located at the bottom of the form. **(10) Select** "Submit" once you have completed the all the necessary fields. A member of the QSED web team will respond to your request by acknowledging receipt, once we have received it and reviewed the form. The team will confirm that your request has received final clearance. If we have any questions, our team will email the requestor/SME. Once this request has been completed, a member from our QSED web team will send a LIVE notification via email.

Date	Requestor's/ Name	Division	Title of Request	URL/Content Location	
Current Content		Revised Content			Provide the clearance date for each of the following:
				Division QSOG Front Office OGC Final Clearance from QSOG FO Special Assistant  Release Time  Release Date	

Comments:

<i>For QSED Staff Only</i>	
<b>Revision Intake Number</b>	RIT-2020-
<b>Approval Date</b>	
<b>Completion Date</b>	

Will your request need 508 Accessibility support? YES NO