Request Extension

A user with a Submitter role can request a due date extension to complete and submit a survey in the CSAT system.

Click the [Request Extension] button found to the right of each survey listed in the Surveys in Progress list.

![Figure 62: Click Request Extension to Extend a Due Date for a CSAT Survey.](image)

A web form appears to enter information relevant to your request in the explanation box. Click the calendar icon to get a monthly calendar where you can select the proposed due date.

![Figure 63: Provide the Necessary Information to Complete the Request for Extension Form](image)
Click [Submit] to complete the request for extension. Otherwise, click [Cancel] to return to the Facility details page.

![Image of Request for Extension form]

**Figure 64: Click Submit to Complete the Request for Extension.**

**Note:** Upon receipt of the extension request, DHS will review all relevant information and notify your facility of its decision through the CSAT system.

The request will show in **Pending Extension Requests**, found in the Facility Details (see Overview in this section) and the Home (see Section 6) pages.

![Image of Pending Extension Requests]

**Figure 65: Pending Extension Requests can be Reviewed in the Home Page and the Facility Details Page.**