

# Submitting a Response to a Closure Nomination

» **Intended user:** Licensees with a valid closure nomination

## Overview

This quick reference guide (QRG) describes how to submit a response to a valid closure nomination in OneStop. For more information refer to [Directive 088: Licensee Life-Cycle Management](#).

This QRG assumes the following:

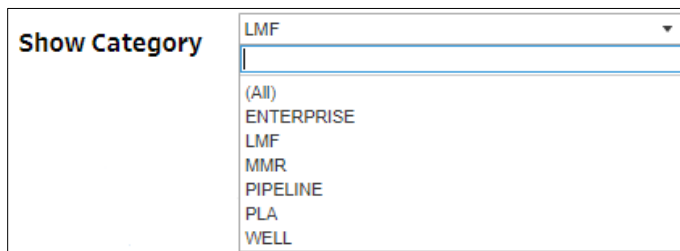
- You have a valid account in OneStop.
- Your account permissions allow complete view access.
- You have logged in.
- You have received email notification of a valid closure nomination.

## View Closure Nomination Dashboard

1. Click **Reports** on the top right navigation bar on OneStop's landing page. The Reports page opens.



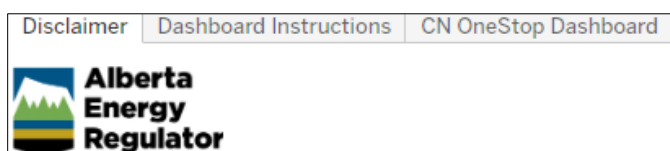
2. Select **LMF** from the Show Category drop-down list.



3. Select **D088 Closure Nomination Dashboard** from the list of report names. The report opens in a new window.

Report Name	Category	Description
Closure Activity and Spend	LMF	Closure activity spend summary and details
D088 Closure Nomination Dashboard	LMF	The closure nomination dashboard is updated with the progress of closure activities that are specific to the site.
Liability Assessment	LMF	This report provides a breakdown of estimated liabilities for a site.
Licensee Capability Assessment	LMF	This report provides Licensees with a view of their current capabilities and how they compare to other Licensees.

4. Click **CN OneStop Dashboard tab** to see details about the sites nominated for closure.



**Tip**

Keep this window open when completing the Licensee Response Closure Nomination Form. Take note of the nomination number. This number is a required field in the Closure Nomination Form.

- Return to the OneStop landing page.

## Submit Licensee Response to Closure Nomination Form

- Click **Forms** on the top right navigation bar. The Forms page opens.



- Click **View List**.

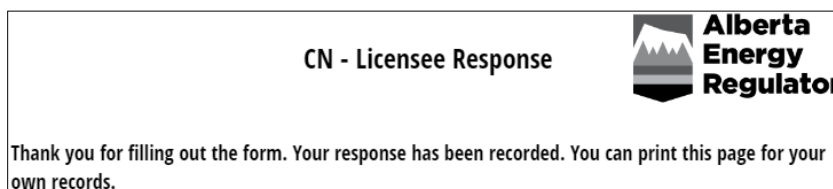
- Select **Directive 088 – Licensee Response to Closure Nomination** from the list.


- Complete the form.

**Tips**

- A partially completed form cannot be saved and completed later.
- Be sure to complete mandatory fields marked with an asterisk\*, including the Certification section.
- Nomination numbers are listed on the Closure Nomination Dashboard.

- Click **Submit**.  A message appears confirming your submission.



- Click **Home icon**  and return to the OneStop landing page.