

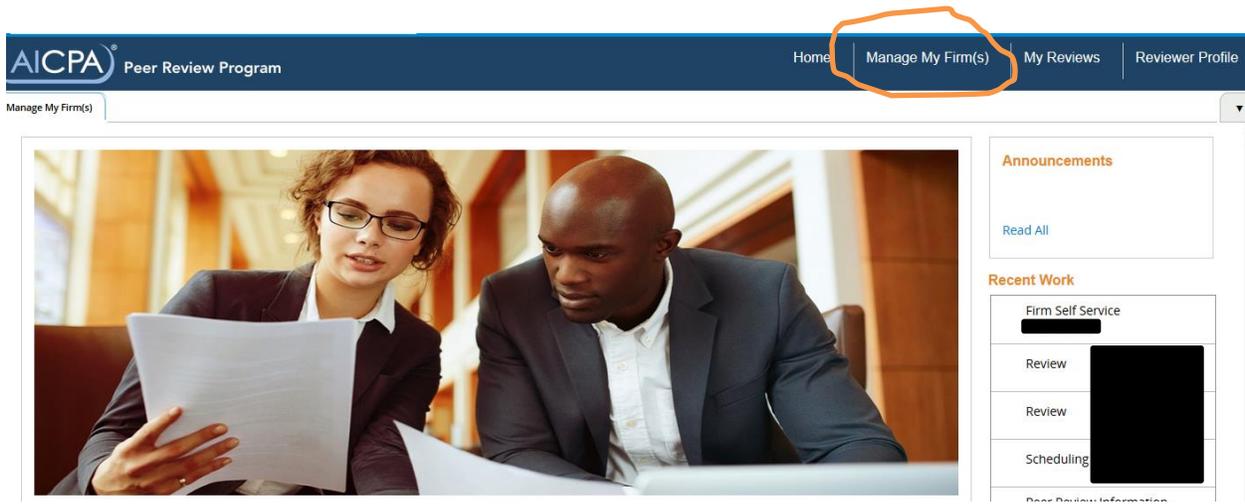
[Requesting a Peer Review Due Date Extension](#)

Important Note: PRIMA is a case-based system that allows only one party control at a time. Typically, cases involve two or three parties (i.e., enrolled firm, peer reviewer and administering entity). Parties can only take action on cases under their control (those under “My Work” or “My Team Reviews” on the Home tab).

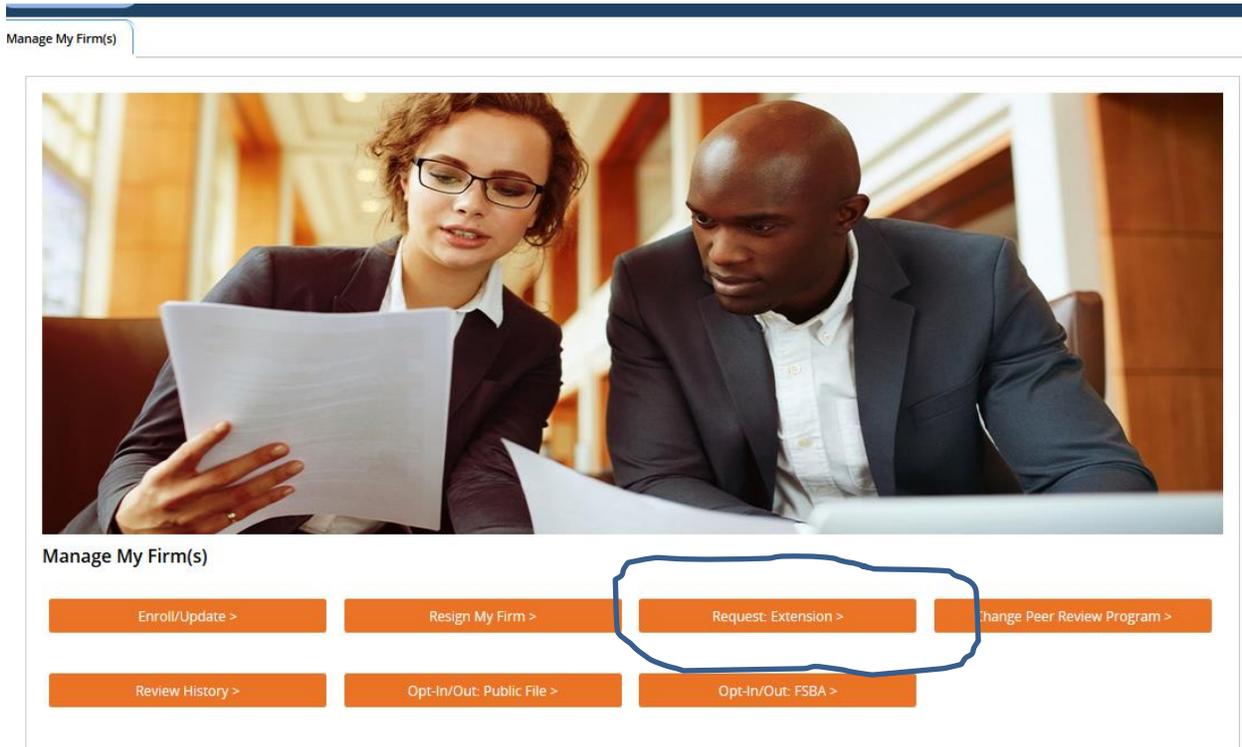
Once a party completes an action and submits the case to another, the original party will no longer be able to view the case on their PRIMA homepage. Instead, they must wait for the new party to complete the next step.

Think of a circle of people bouncing a ball back-and-forth. Once you bounce the ball to another party, you cannot take any action until the ball is bounced back to you.

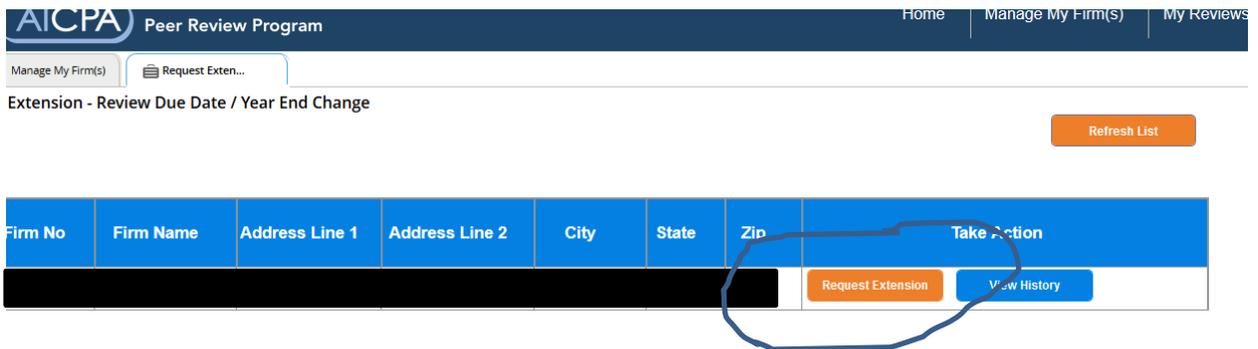
1. From the Prima Home Page – Click on “Manage My Firm” from the top tool bar, right hand side.



2. Then click on "Request Extension".



3. Then click on "Request Extension" again and type reason for extension request.



4. Complete the requested information and submit to the administering entity for approval.