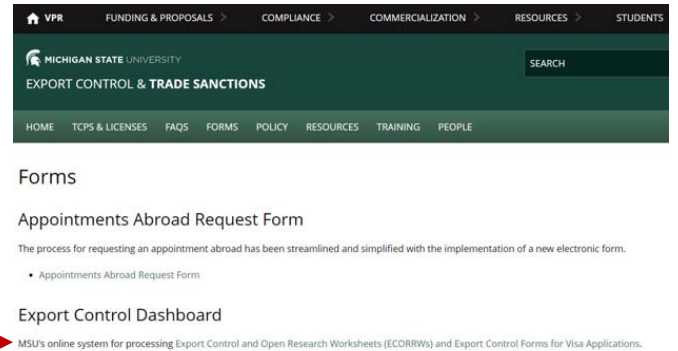1.) Access Export Controls Website www.exportcontrols.msu.edu
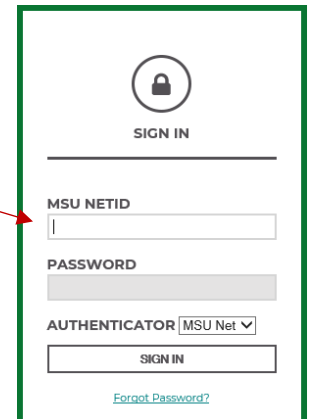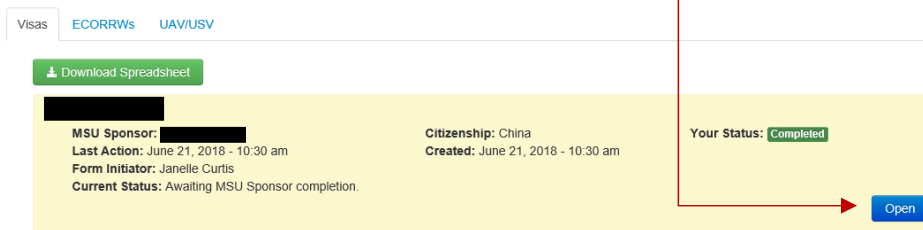
2.) Click on *Forms*
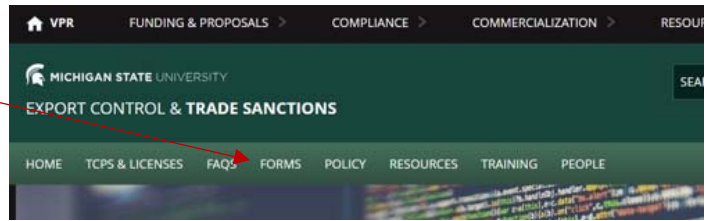
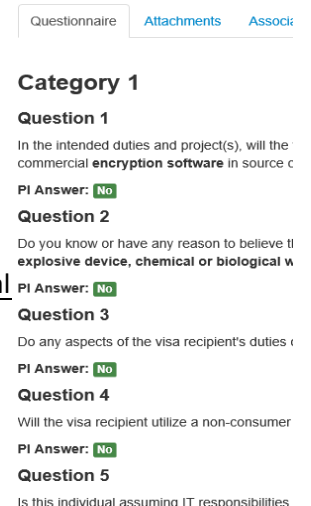3.) Click on *MSU's Online System for Processing*

4.) Sign in using your *MSU NETID & Password*

5.) Forms <u>needing Action</u> will appear in yellow, Click *Open*

6.) Complete the *Questionnaire*

7.) Please enter Jun-Hyun Kim's *NETID* (junhkim) for the Entity Reviewer and <u>route for approval</u>

8.) Notify Erin once submitted so we can let Jun-Hyun know it's ready for his approval.