**e-GOS Question and Answer Period**

The e-GOS system provides a tool for managing questions related to your order. NITAAC contract holders are required to submit their questions in e-GOS. Follow these simple steps to submit and answer questions:

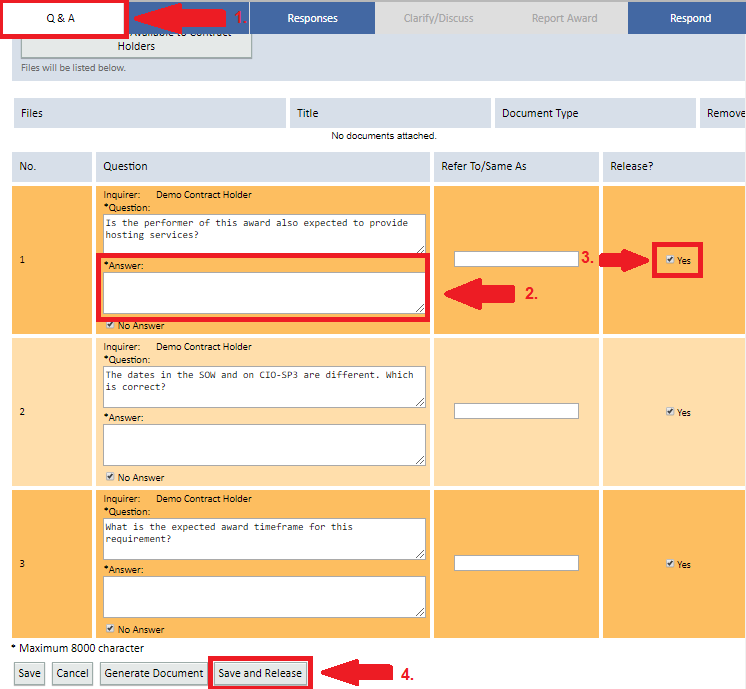
1. In your web browser, go to <https://cio.egos.nih.gov/#login> and enter your username and password.
2. Select the order from your Orders list.

****

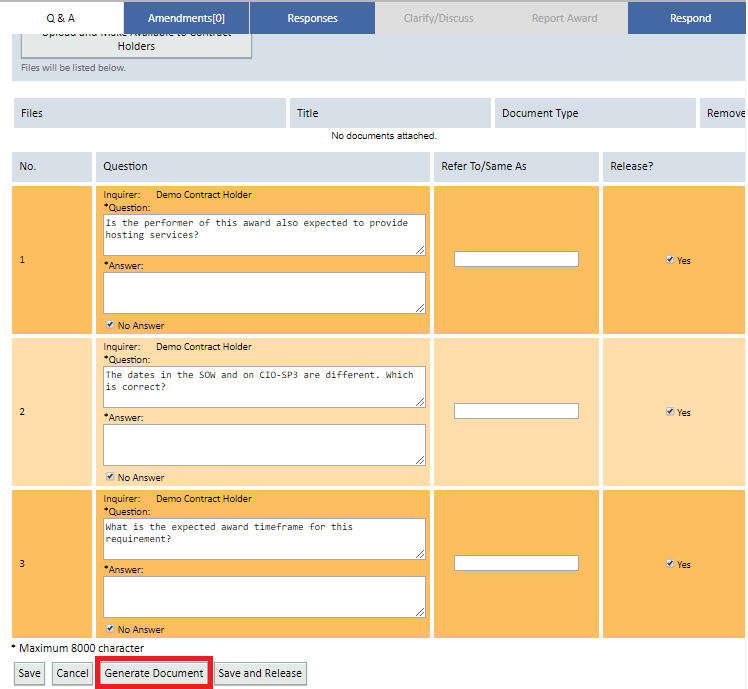
1. Click the “Compete” tab.

****

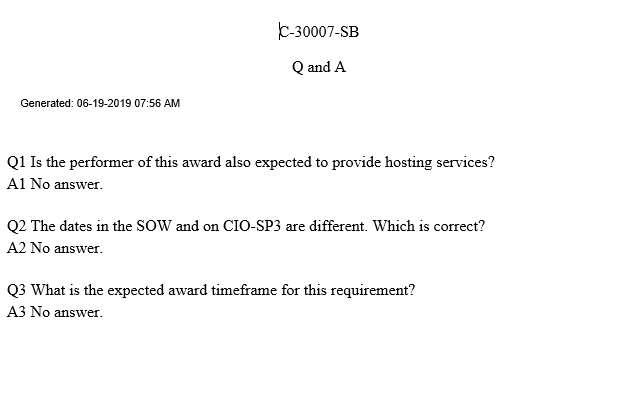
1. Select the Q&A subtab to see a list of submitted questions. To respond simply:
   1. Type the response in the “Answer” field
   2. Ensure the check box in the “Release” column is checked
   3. Click the “Save and Release” button

****

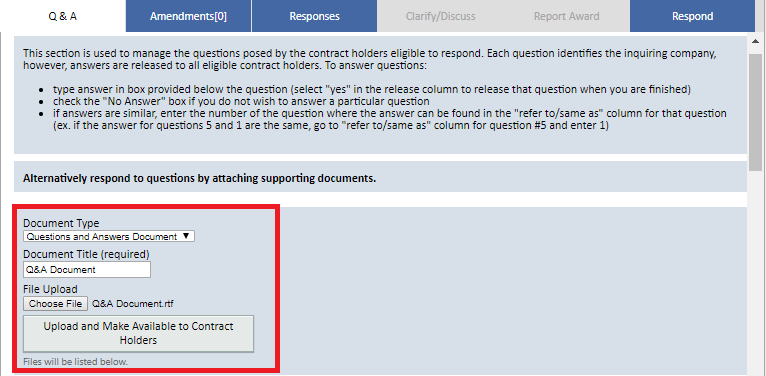
1. Alternatively, you are also able to respond to all questions at once using the generate document feature. To do this, click the “Generate Document” button at the bottom of the screen.



1. This will generate a word document that lists all the previously submitted questions but omits the contract holder information.

****

1. Once the questions have been answered, return to the Q&A subtab and upload the Q&A document, then click the “Save and Release” button at the bottom of the page.

****

A screenshot of the save, cancel, generate document, and save and release buttons.