Job Aid – How to Request a PAR Extension

Step 1: Research answers to the following questions before you begin submitting the PAR Extension

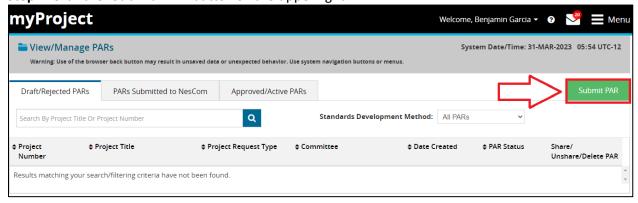
- Number of Years that the Extension is being requested?
- Why is an Extension required (include actions to complete)?
- What date did/will you begin writing the first draft?
- How many people are actively working on the project?
- How many times a year does the Working Group meeting?
 - o In-Person
 - Via Teleconference
- How many times a year is a Draft circulated to the Working Group?
- What percentage of the Draft is stable?
- How many significant work revisions has the Draft been through?
- When will/did initial Standards Association Ballot Begin?
- When do you expect to submit the proposed Standard to RevCom?
- Has this document already been adopted by another source, if so, please identify?

Step 2: Login to the myProject website using your credentials

Step 3: Click the "1. Initiating a Project" on the circle on the home site, then click "Manage my PARs":

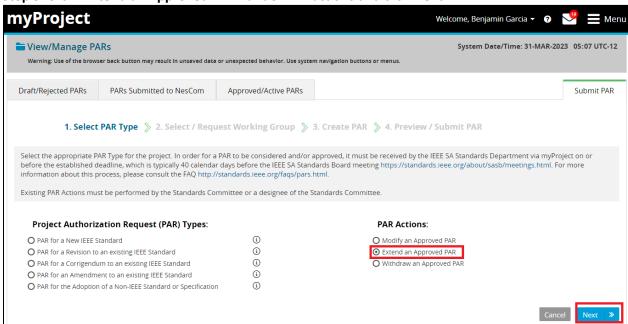


Step 4: Click the "Submit PAR" button on the upper right:

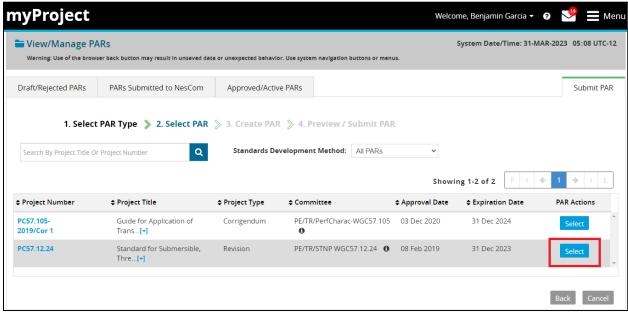


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Step 5: Click "Extend an Approved PAR" under PAR actions and click Next.

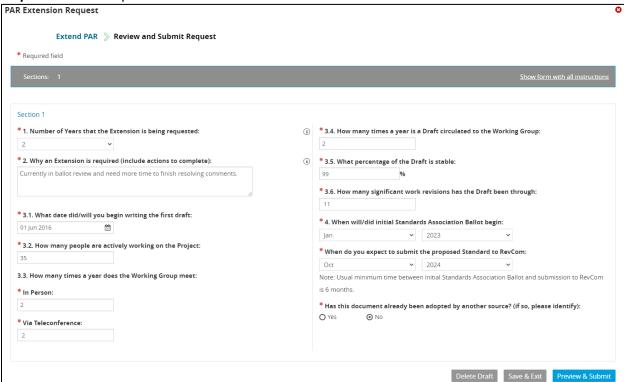


Step 6: Select the WG you want to extend:



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Step 7: Answer the questions and click "Preview & Submit"



Step 8: Review data submitted and click "**Submit**." Here is a screenshot of when the request is complete:

