
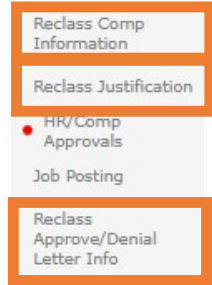




RECLASSIFICATION IN JDX

Directions	Visual Example
To begin a reclassification in JDX, click on the dropdown box for Action Requested and select Reclassification . Then, select the new title.	
Three new tabs will appear on the left, Reclass Comp Information, Reclass Justification and Reclass Approve/Denial Letter Info. Click on each of the new tabs and complete requested information.	
Click Print/Preview . Then, on the dropdown that says Default, click on Reclass Approval Letter or Reclass Denial Letter to create a letter as needed.	