Transmitting your deposit

1. Click **Complete** to transmit the deposit.

2. Click **OK** when asked if you are ready to transmit the deposit.

3. Securely safeguard original items for 14 days using reasonable commercial standards for storage and in accordance with user documentation or local country restrictions, (if applicable). Reasonable standards include, but are not limited to storing the items in a secure location with limited access. Items should be destroyed using a cross cut shredder after 14 days or when all reasonable attempts to collect on the item have been made.

After the deposit is transmitted, the deposit status will change. A description of the deposit status types are listed in the appendix.