# View filed document

This User Guide outlines the steps required to view saved or submitted filings.

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## Part 1: View previously filed document

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| Step | Action | Result |
|  | Log in to the **CMS Portal** | The **CMS Portal** home page displays:  Graphical user interface, website  Description automatically generated |
|  | Click: **My Account**  My Account button  *Continued…* | The **My Account** page displays the **My Filings** tab, containing details of recent filings, including:   * **Case/Record** **Numbers** * **Filing Status**, and * **Action** buttons to view additional case details   *Continued…* |
| The Filings tab in the My Account screen displays with recent filings. The Case/Record Number, Filing Status and Action columns are highlighted. | |
|  | In the **Action** column for the relevant case, click: **View**  View button | The **CMS Portal** displays a summary of the case:  Screenshot of relevant case. |
| 4 | The **Filings** tab displays details of the filing, including the:   * current status of the filed document, and * icon to download a copy of the document   Screenshot of the relevant case with Status and Download columns highlighted. | |

## Part 2: View undelivered documents

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| Step | Action | | Result |
|  | Log in to the **CMS Portal** | | The **CMS Portal** home page displays:  Graphical user interface, website  Description automatically generated |
|  | Click: **My Account**  My Account button | | The **My Account** page displays the **My Filings** tab:  Screenshot of the Filings tab within the My Account screen. The Search button and recent filings display. |
|  | Click: **Drafts** Drafts button | | The **My Account** screen displays the **Drafts** tab:  *Continued…* |
| *Continued…*  Screenshot of the Drafts tab within the My Account screen. One result is showing, with the Item No. and Delete Action highlighted. | | |
|  | **Note**: If your **CMS Portal** user account does not have any undelivered documents, the **Drafts** tab displays: **No case found**  **A screenshot of the Drafts tab showing No case found in the Saved Drafts section.** | |
|  | OPTIONAL:  To delete documents, from the **Drafts** tab, in the **Action** column, click: **Delete**  Action heading with link reading Delete highlighted. | | A confirmation message displays.  The Are you sure you want to delete this saved filing? link and the Delete button displays.  To proceed with deleting the filing, click: **Delete** |
|  | OPTIONAL:  To view undelivered document drafts, from the **Drafts** tab, in the **Item No.** column, click the link:  The Item No column with a case number highlighted displays. | | The **Filing Details** screendisplays. Make any necessary changes, then select:   * **Proceed**, or * **Save for Later**   **A partial screenshot of the Filing Details screen** |
|  | **Please see**: For more information on updating document details, please see the User Guide for the relevant document. | |