

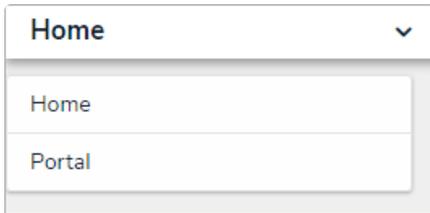
Submit a New Risk

Last Modified on 04/05/2023 5:13 pm EDT

While it is recommended that the risk team create new library objects, risk owners and their delegates can submit a new risk object to the library. Once the new risk has been submitted, it will be placed in the **Triage** state until it can be [approved or denied](#) by a member of the risk team.

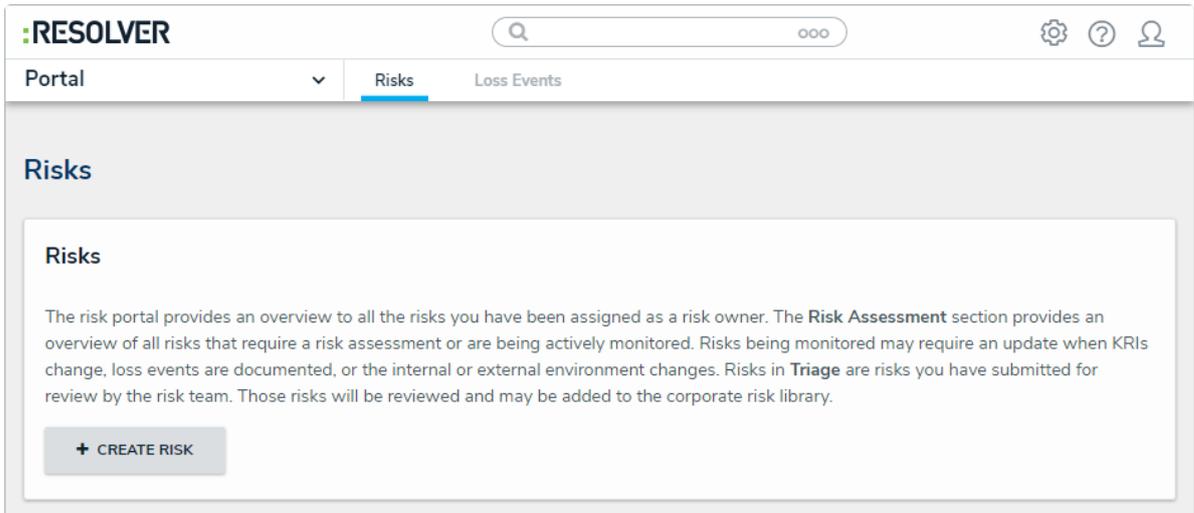
To submit a new risk:

1. Log into a user account that's been added to the **Risk Owner & Delegate** user group.
2. Click the dropdown in the nav bar > **Portal** to open the **Risks** activity.



The nav bar.

3. Click **Create Risk** to open the **Create a new Risk** form.



The Create Risk button.

4. Fill in the fields as required.

RESOLVER ⚙️ ? 👤

Portal ▼ **Risks** Loss Events

Risk Status **Creation**

Create a new Risk R-XXX

Document any risk events that should they occur may impact your business. Consider not only negative risk events, but also events that could have positive impacts.

Please provide as much information as possible regarding the nature of this Risk. Within the description section, look to also include any information relating to what area of the business that this risk is applicable to. If necessary, further information may be requested in the future.

Risk Name

Description

SUBMIT RISK CANCEL

The Create a new Risk form.

5. Click **Submit Risk**.