

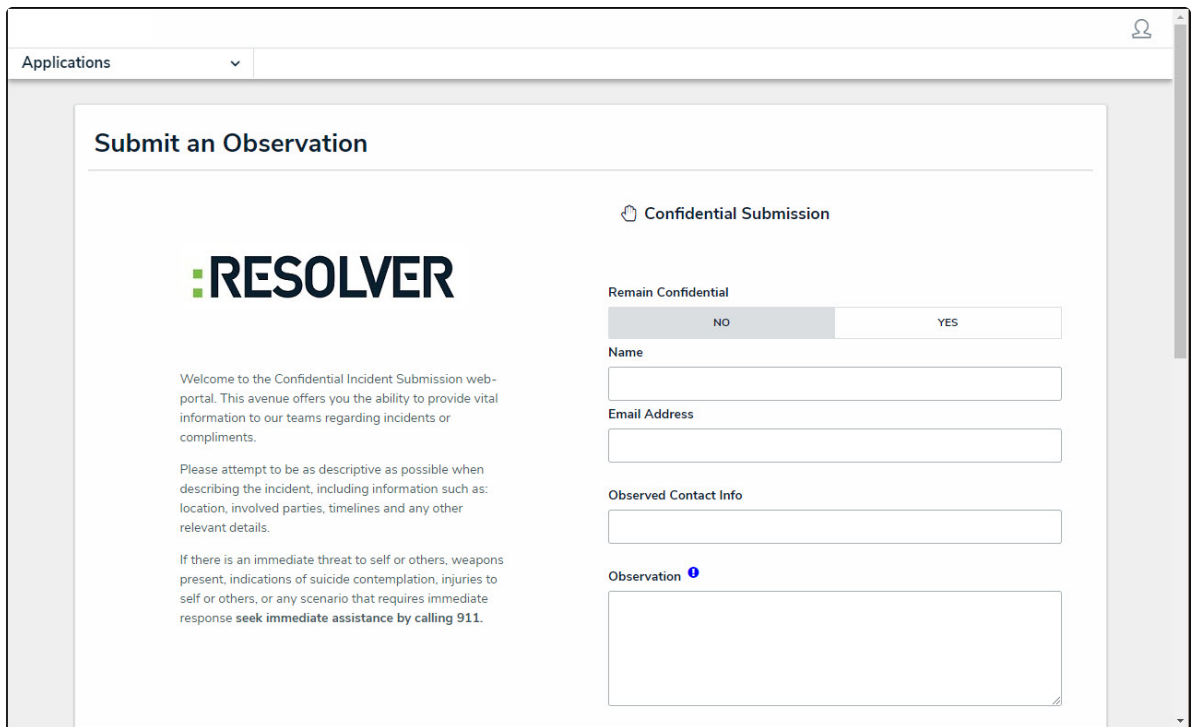
Submit an Incident Confidentially

Last Modified on 02/10/2023 11:22 am EST

These instructions are for submitting an incident confidentially with a direct link provided by your organization. To submit an incident directly from your Resolver account, see the [Submit an Incident](#) article.

To submit an incident Confidentially:

1. Click the link to the **Confidential Portal** to display the confidential incident form.
2. Ensure that **Yes** has been selected in the **Remain Confidential** dropdown menu.



A completed confidential incident submission.

3. Enter details of the incident in the **Observation** field and select a date and time from the **Observed Date/Time** field.
4. Click the **Observation Type** dropdown to select an observation type (e.g., Loss Prevention).



Depending on how Incident Management has been configured, users may be able to choose the incident type instead of an observation type.

5. Place a pin on the map under **Location** or begin typing the relevant address to select the location of the incident.
6. **Optional:** If you chose **Physical Security** as the Observation type, drag images and attachments to the **Photo** and **Observation Attachments** fields to add them to your submission.

- You can also click in the box below **Photo** or **Observation Attachments** to browse for files on your machine.

7. Click **Submit**.



Navigating away from the incident form before clicking **Submit** will delete any change made to the form.