

Accessing a Secure Access Portal Report

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Overview



Note:

*Please contact your Customer Success Manager if you're interested in enabling the **Secure Access Portal** on your Org.*

Portal URLs with the **Secure Access** toggle enabled will allow submitters to access their submissions at any time to add additional details to their reports, and communicate with the Resolver user reviewing their report.

After [submitting a Secure Access Portal report](#), the submitter will be provided with a **Submission Key** and **Access Code** which can be later used to access their report, view updates to their report, and share more information or evidence. Submitters can remain anonymous while still having access to their reports.

Submitters can choose to communicate with the Resolver user reviewing their report (for example, a member of the E&C team or an Investigator). This allows investigators to request clarification or additional details, leading to more complete reports.

Related Information/Setup

For further information on creating a **Secure Access Portal** URL for confidential login, please refer to the [Creating a Secure Access Portal](#) article.

For further information on using a **Secure Access Portal** login URL, please refer to the [Using the Secure Access Portal](#) article.

For further information on responding to a **Secure Access Portal** message in Resolver, please refer to the [Secure Access Portal Communications](#) article.

Accessing a Secure Access Portal Report

1. Using the [Secure Access Portal login URL](#), access the **Secure Access Portal**.
2. From the **Access an Existing Report** section, enter the **Submission Key** and **Access Code** you [received when you submitted the report](#).

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Ethics & Compliance Whistleblower portal

Create a New Report

Welcome to the whistleblower web-portal. This avenue offers you the ability to provide vital information to our teams regarding your concerns.

[CREATE REPORT](#)

Access an Existing Report

You can communicate with the organization, provide additional information and review the details of your report. You are encouraged to check back regularly for updates.

* **Submission Key** ⓘ

* **Access Code** ⓘ

[ACCESS REPORT](#)

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Access an Existing Report Section

- Click the **Access Report** button.

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Access Report Button

- Depending on how the **Secure Access Portal** form and permissions are configured, the submitter can add more details to the report.
- From the **Communications** tab, the submitter can view communications with the Resolver user reviewing their report.

2025-06-03-Corruption, Theft-28 Su-28 TRIAGE [EXIT REPORT](#)

Details **Communications (4)**

Messages

Use this space to communicate directly with the internal team.

Confidential Submitter Jun 3, 2025 12:11 PM

Sending a message from portal

Report Submission <report-submission-report@resolver.com> Jun 3, 2025 12:14 PM
To: Confidential Submitter
New Message regarding your submission: Su-28

Sending message to submitter

Confidential Submitter Jun 17, 2025 3:46 PM

View

Communications Tab

- To respond to a message, begin typing in the textbox under the **Messages** section.

The screenshot shows a web interface for a case titled '2025-06-03-Corruption, Theft-28'. The 'Messages' section is active, displaying a list of messages. At the bottom, there is a text input field with the placeholder 'Type a message' and a 'Send' button. A red rectangular box highlights this input area.

Message Textbox

- Click the **Send** button to send the message.

This screenshot is identical to the previous one, but the red box now highlights the 'Send' button, which is located to the right of the 'Type a message' input field.

Send Button

- Click the **Exit Report** link to navigate back to the Portal landing page.

The screenshot shows the top of the Resolver interface. In the top right corner, there is a link labeled 'EXIT REPORT' which is highlighted with a red rectangular box. Below this, the case title '2025-06-03-Corruption, Theft-28' and a 'TRIAGE' button are visible. The 'Communications (4)' tab is selected, and the 'Messages' section is displayed.

Exit Report Link