# CCH/TEO Question & Answer Service G

**Getting Started** 

#### Adding information to an already submitted question

To add information to a submitted question, submit a new question with the Subject Title, 'Further to Question # xxxxx.' This will allow the additional information to be added to the original question without increasing your annual question total.

## Clarifying an answer

For clarification to an answer, submit a new question with the Subject Title, 'Further to Question # xxxxx.' As above, this will not affect your annual question total.

### Changing a question to a priority question after submission

To request Priority Question status after submitting a question without ticking the Priority Question box: Email NZ-Support@wolterskluwer.com stating the question number.

NB Priority Questions involve a 24-hour turnaround @ \$250 + GST per question.

### Do not respond to the system auto generated emails

Please do NOT respond to the system auto generated emails as this is an unmanned mail box. See below for support details.

For support please contact <u>NZ-Support@wolterskluwer.com</u> or phone 0800 500 224. For a complimentary customer training session please email nz-training@wolterskluwer.co.nz.

