

# Opening a ServiceNow Ticket for Business Continuity Plan Submission User Guide

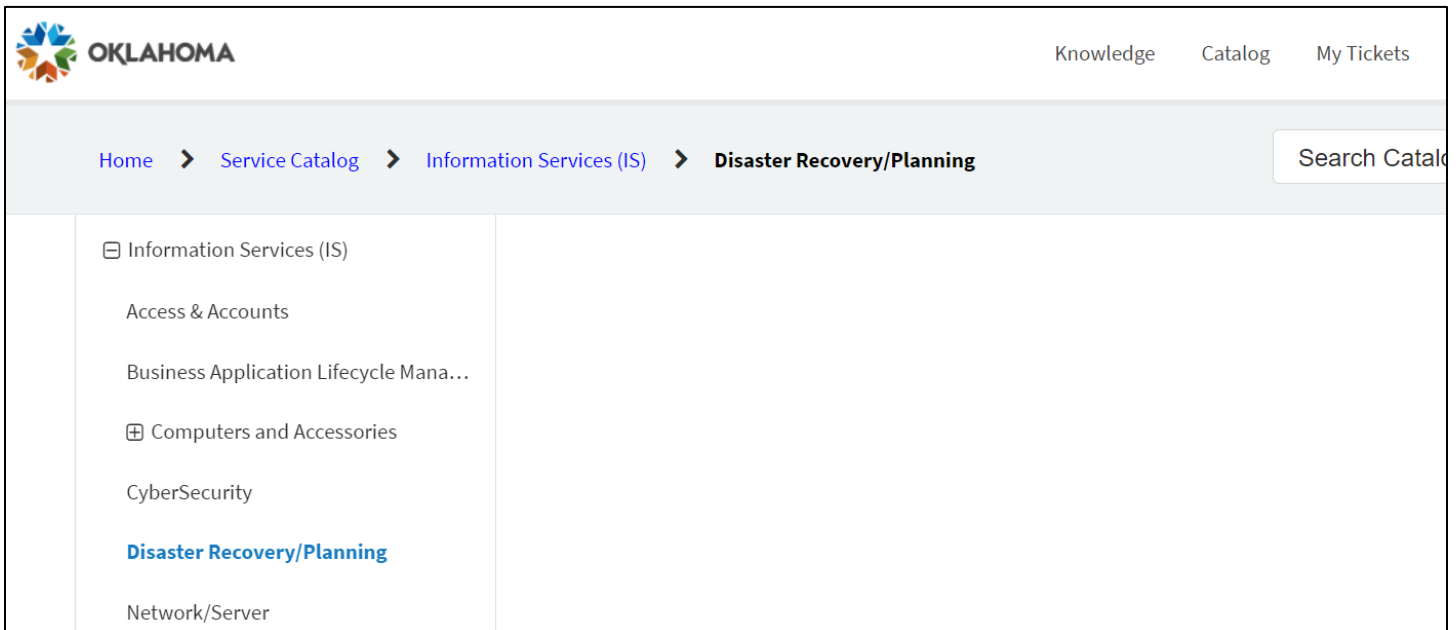
## Overview

This document details how to open a ServiceNow ticket for business continuity plan submission.

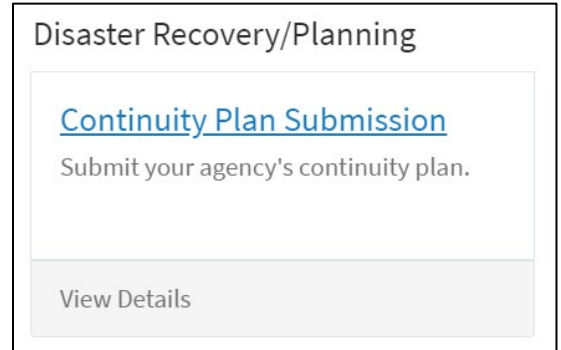
## Procedure

**Step 1:** Go to the [Disaster Planning team's service catalog page](#).

You can also go to the [Service Desk website](#) and select **Catalog** from the top menu. Then expand the options for **Information Services (IS)** and select **Disaster/Recovery Planning** from the Categories menu on the left.



**Step 2:** You should see the Disaster Planning team's service catalog. Select **Continuity Plan Submission**.



**Step 3:** The Continuity Plan Submission page appears. Complete the required fields.

- Enter your name in the **Requested By** field.
- Select the name of your agency in the **Agency** field.
- Enter a **Description** of your request, including any pertinent details.
- Select **Add attachments** to attach your agency's business continuity plan.
- Select the **Submit** button to submit your request.

### Continuity Plan Submission


Submit your agency's continuity plan.

\* Indicates required

\* Requested By

\* Agency

\* Description

 Add attachments

**Submit**

Required information

**Requested By** **Agency** **Description**