

COLLABORATOR PORTAL

Use the Collaborator Portal to author, review, and approve Amgen publications. Collaborate and download Documents, upload comments, and complete Tasks all within the Portal.

ACCESS THE PORTAL

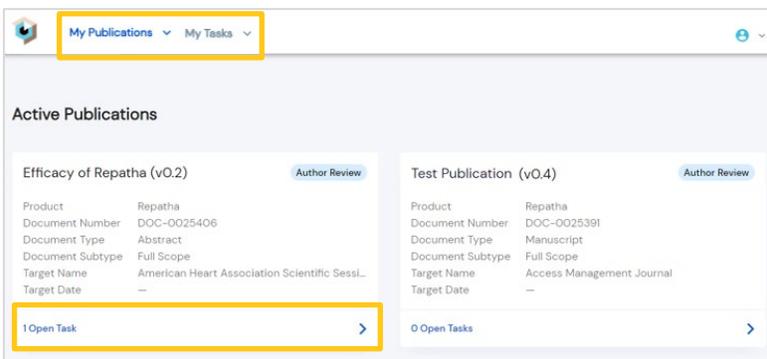
Use this link to access the Portal:
<https://amgen.pubs.komodohealth.com>

PORTAL HOME PAGE

The home page shows the active publications you have been assigned. Return to this page by clicking **My Publications > Active**.

Click **Tasks > Open** to view a list of all open Tasks for your publications.

Open Tasks are also displayed in your Active Publications list. Click the **Publication Title** or the **Open Task** link to open.



COMPLETE AN AUTHOR INVITATION LETTER TASK

Your author agreement expires every two years. If you have active Publications, you will receive an Author Invitation Letter Task to renew your agreement. You will be notified of the Task via email, and it will appear in your Open Tasks.

1. Click **Tasks > Open**.
2. Click the **checkmark** next to the Consent Task.

Open Tasks				
PUBLICATION	TASK TYPE	SUBJECT	DUE DATE ↓	ACTIONS
Test Notification (v0.1)	Review	Complete Author Review	2022-03-18	✓
Test Notification (v0.1)	Review	Complete Author Review	2022-03-18	✓
Jon Versionin Test (v0.1)	Review	Complete Author Review	2022-03-09	✓
KP-Manuscript-3-1-220 (v0.1)	Approval	Move Document to Author Review Completed	2022-03-08	✓
	Consent Task	Author Invitation Letter	2022-03-04	✓

3. Click the link to review the letter.
4. Click **Agree** to complete the Task.

Author Invitation Letter

Please confirm and acknowledge receipt of the Amgen Author Invitation Letter. Click [here](#) to access the Author Invitation Letter.

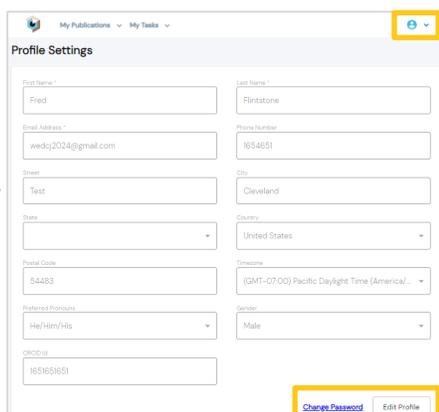
Cancel **Agree**

A notification is sent to the Publication Coordinator letting them know you completed the Task.

UPDATE EMAIL ADDRESS OR PASSWORD

To update your email address or password:

1. Click the blue **Profile icon** 
2. Click **Profile Settings**.
3. Click **Change Password** or **Edit Profile**.
4. Update your email address or password.
5. Click **Save**.



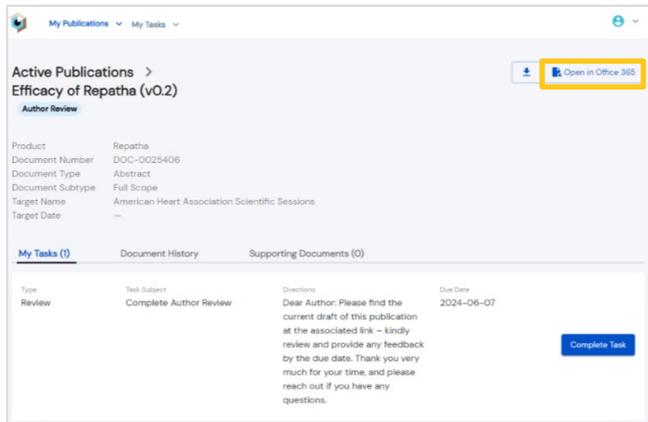
NOTE: After updating your email address, you will receive an email at your new address to confirm. Your email address will not change until you click the confirmation link in that email.

COMPLETE A DRAFT OR REVIEW TASK USING OFFICE 365

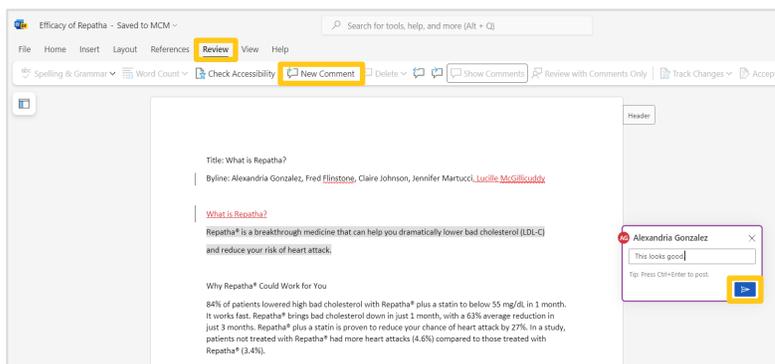
Office 365 integrates seamlessly with Microsoft Word and PowerPoint, making it easy to collaborate and provide feedback. You may edit and enter comments directly into a draft. Edits to the document will automatically be tracked and saved.

To review the Document:

1. Click **My Publications** > **Active**.
2. To view the draft, click the **Open in Office 365** button in the top right corner of the screen. The document will load in Office 365



3. Here you can review the draft along with any comments and edits entered by other reviewers
4. To add a comment, select the associated text, click the **Review** tab at the top of the screen, then click **New Comment**. In-line edits are tracked and saved automatically



5. After reviewing the Document, click the **back** button on your web browser to return to your task .
6. Click the **Complete Task** button
7. Enter your comments in the **Comments** field or indicate that comments were provided in the draft.
8. If this were a Final Approval & Attestation Task, you would have options to **Approve** or **Reject** the Document. Rejections should include a rationale in the comments section
9. Click **Complete**.

Complete Author Review

Dear Author: Please find the current draft of this publication at the associated link – kindly review and provide any feedback by the due date. Thank you very much for your time, and please reach out if you have any questions.

Comments

Enter a Comment (optional) e.g. I fixed a typo and provided my comments in the latest document draft.

Drop files here or click to upload

Cancel Complete