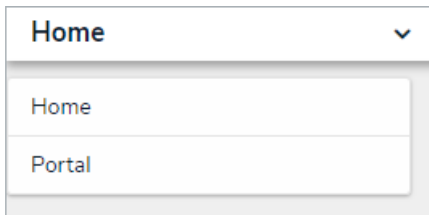


## Submit a New Risk

While it is recommended that the risk team create new library objects, risk owners and their delegates can submit a new risk object to the library. Once the new risk has been submitted, it will be placed in the **Triage** state until it can be [approved](#) or [denied](#) by a member of the risk team.

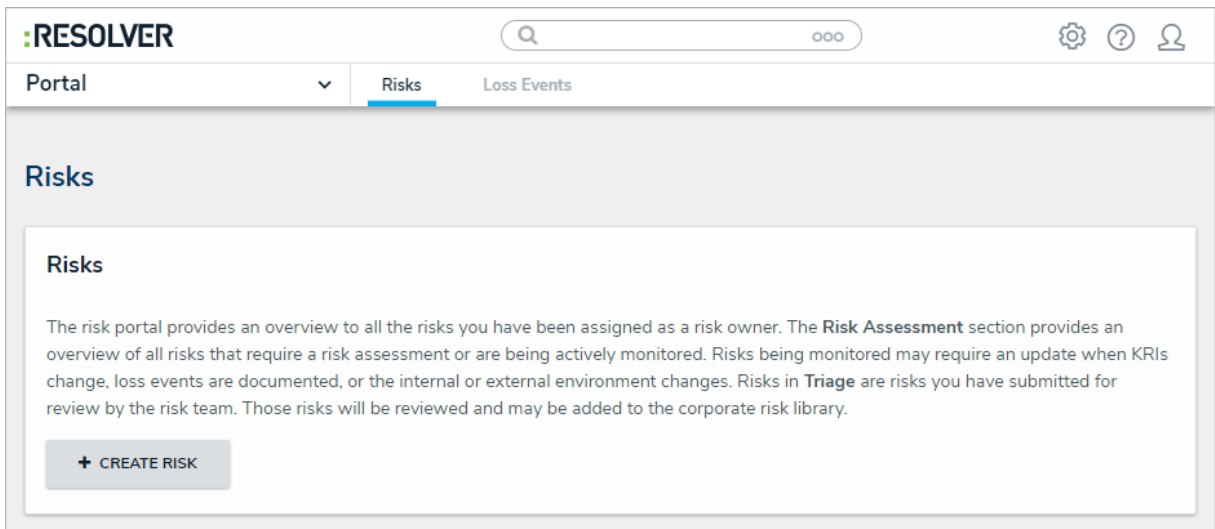
### To submit a new risk:

1. Log into a user account that's been added to the **Risk Owner & Delegate** user group.
2. Click the dropdown in the nav bar > **Portal** to open the **Risks** activity.



*The nav bar.*

3. Click **Create Risk** to open the **Create a new Risk** form.



*The Create Risk button.*

4. Fill in the fields as required.

The screenshot shows the 'Create a new Risk' form in the RESOLVER application. The interface includes a top navigation bar with the RESOLVER logo, a search bar, and user icons. Below the navigation bar, there are tabs for 'Portal', 'Risks', and 'Loss Events'. The 'Risks' tab is active. The form itself has a blue header with 'Risk Status Creation'. The main heading is 'Create a new Risk' with a blue 'R-XXX' button to the right. Below the heading is a paragraph of instructions: 'Document any risk events that should they occur may impact your business. Consider not only negative risk events, but also events that could have positive impacts.' This is followed by a horizontal line and another paragraph: 'Please provide as much information as possible regarding the nature of this Risk. Within the description section, look to also include any information relating to what area of the business that this risk is applicable to. If necessary, further information may be requested in the future.' There are two input fields: 'Risk Name' (a single-line text box) and 'Description' (a multi-line text area). At the bottom of the form, there is a blue 'SUBMIT RISK' button and a 'CANCEL' link.

*The Create a new Risk form.*

5. Click **Submit Risk**.