

Hi Nick

Based on our chat, the web change you intend to make is:



- An amendment to content on an existing and live Digital page;
- An extension of an offer date, for an offer that is currently live; and
- The first time this specific offer is being extended.

To execute this change, please:

- Create a brief and provide this to the Digital Producer.
- Attach the following evidence to JIRA:
 - Approval from Product; and
 - Consultation with the Digital Risk Guardians (XLR8 Contact: Geena Joung, Other Advice: Lily Encina/ Efrosini Combis), who will advise you if any further approvals are required.

To help you get started, you can view our [list of potential contacts for approval/ consultation](#).

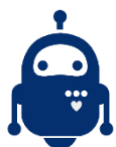
Other important information to know:

- My advice is only relevant for this specific offer extension request;
- If extending the offer is changing numerical data (e.g. dates, rates etc.), ask your Digital Producer to consider using the Universal Content Repository; and
- All advice I provide is in accordance with Digital's Customer Facing Content Framework. If you need further information, you can review it [here](#).

If you have any further questions around:

- The approvals process, please reach out to the [Digital Risk Guardians](#). The process to get a web content change published, ask me "What's the process to make a Web Content Change" or please reach out to your Digital Producer.

Chat soon,



Cai.