

Hi Nick

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



- Going to re-use existing content, that is already live and was approved within the last 3 months;
- Going to place the re-used content on an existing page;
- Relating to the same product, and relating to the same brand.

To execute this change, please:

- Create a brief outlining your change, and provide this to the Digital Producer.
- Attach the following evidence to the brief:
 - A completed "Marketing Checklist - General" "Marketing Checklist – General" and any Product Marketing Checklists if it relates to your specific Product.

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 request;
- Ask your Digital Producer whether it is appropriate to use 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, or any other advice questions, 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.