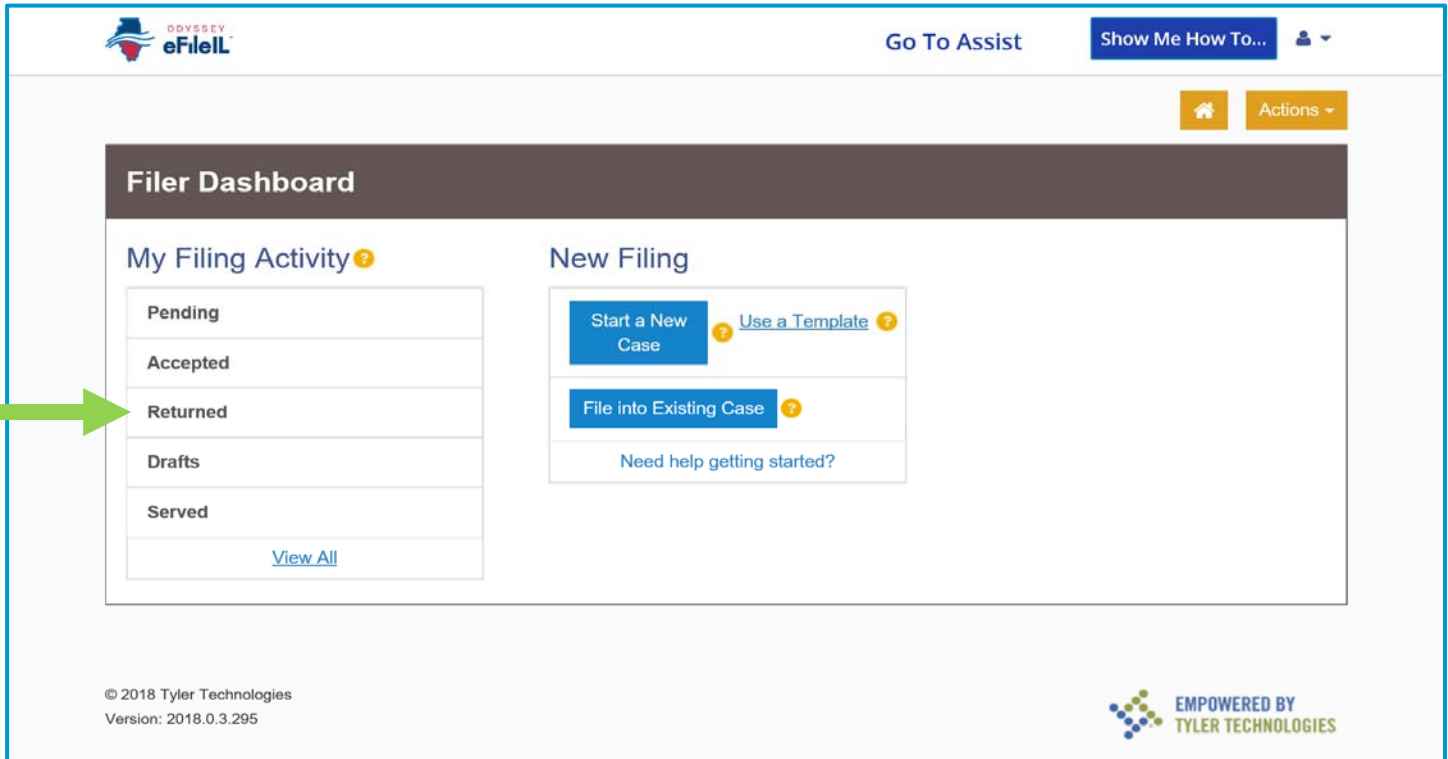# Copying a Returned Envelope
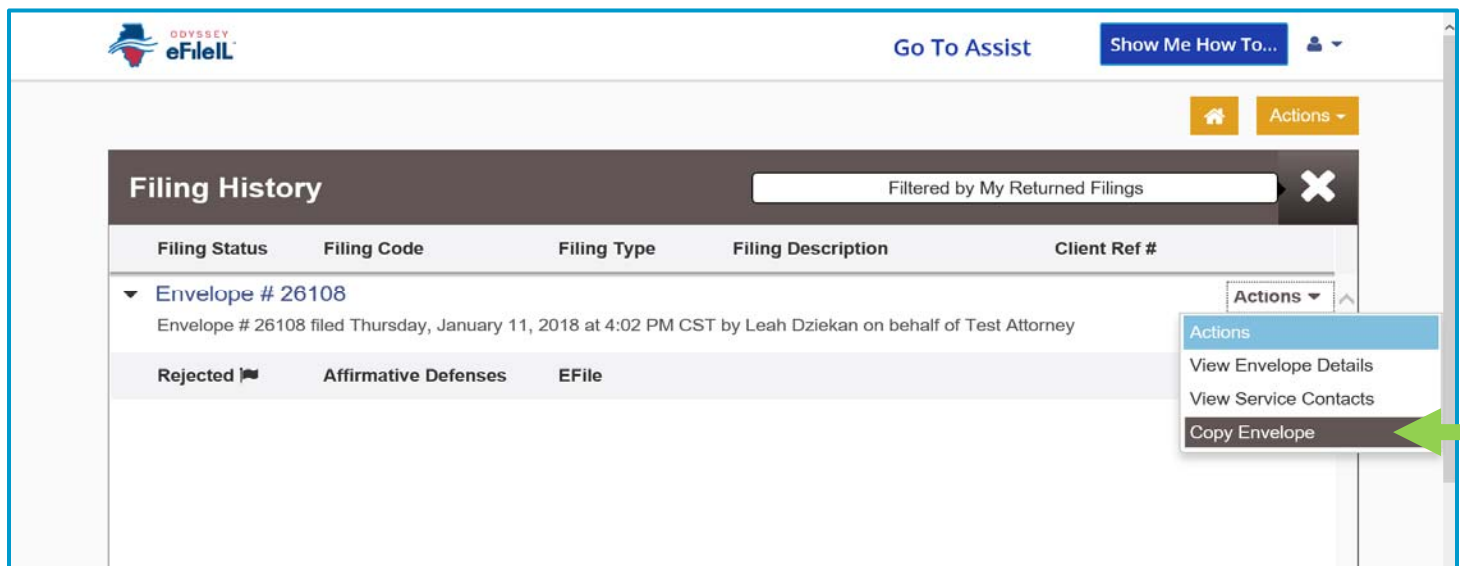
Please Note: Not all EFSPs offer this feature.

1. Login to your EFSP account
2. On your *Filer Dashboard*, under My *Filing Activity* click on **Returned**

3. Locate the returned envelope number in which you would like to copy
4. Click on the *Actions* drop down menu and then select **Copy Envelope**