The **Event Worksheet** page displays → Select the check box associated to the client's name → Click **Deferrals** from the worksheet factory table selections → The **Record Deferral** modal opens → **Deferrals will be recorded for:** will display the agent(s) associated to the MIE → Select the **Effective From** date and **Effective To** date (if applicable) → Select the **Reason** from the drop list

'The client event status has been updated successfully for the selected clients' message displays ← **'The deferral has been created'** message displays ← Click **Save** ← Enter **Comment** if applicable