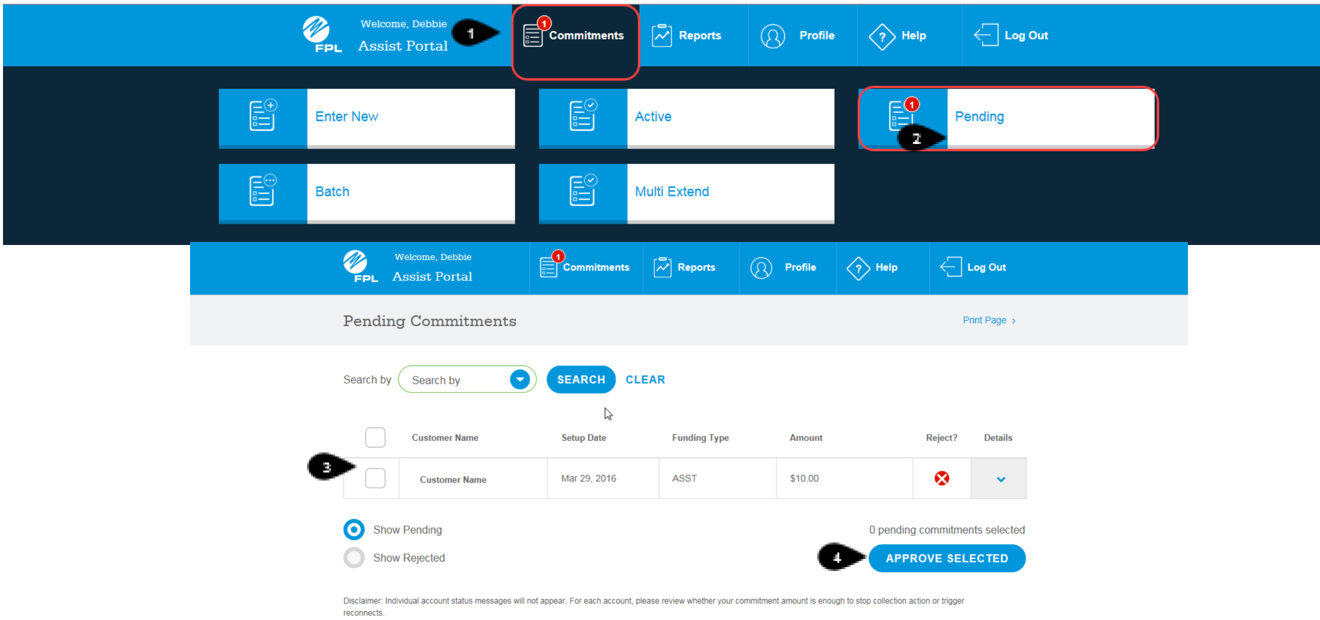
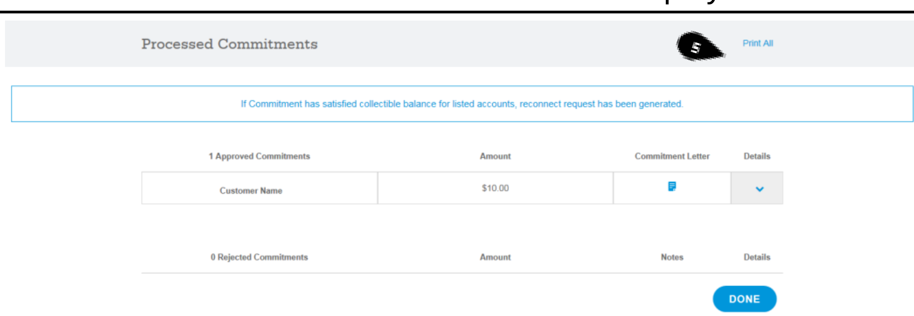
FPL ASSIST WEB PORTAL – PENDING COMMITMENTS

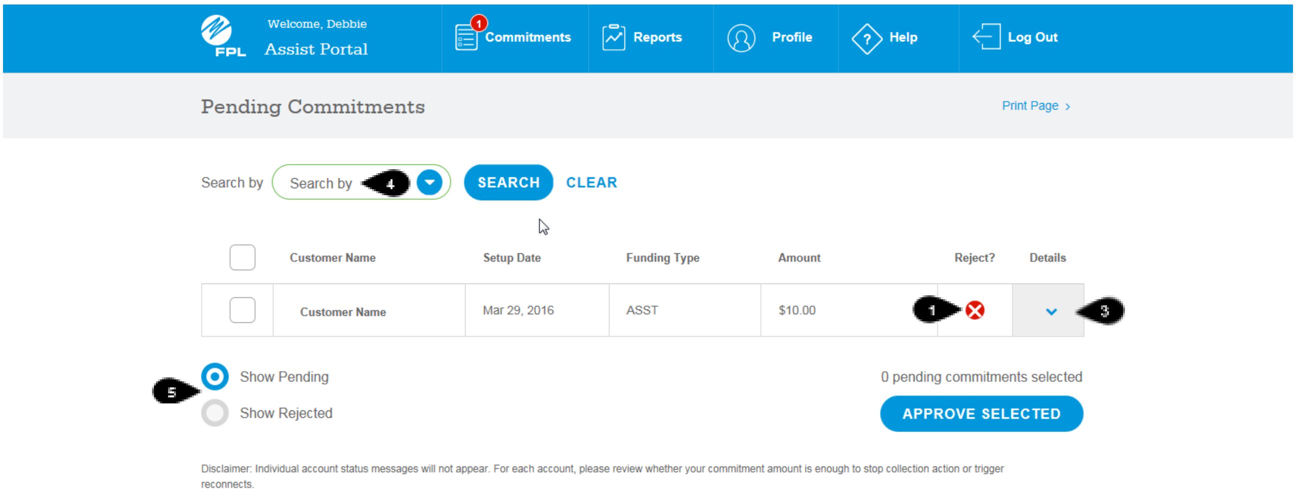
Purpose: Use this job aid to Approve Pending Commitments in the FPL Assist Web Portal.

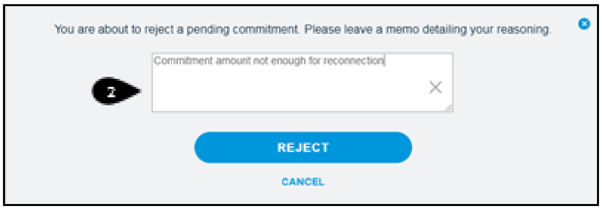


Step	Actions for Approving Pending Commitments
1	**Select** Commitments card **Result:** Commitment menu is displayed
2	**Select** Pending card **Result:** Pending Commitment window is displayed
3	**Select:** • individual checkboxes to approve individual customer commitments or • checkbox on top (to the left of the **Customer Name**) to approve all customer commitments
4	**Click** Approve Selected **Result:** Processed Commitments window is displayed
5	 **View** messages and details for commitments **Print** commitment letters and agreements for all commitments processed

FPL ASSIST WEB PORTAL – PENDING COMMITMENTS

Purpose: Use this job aid to view Search and Reject Pending Commitments in the FPL Assist Web Portal.



Step	Actions for Rejecting and Searching Pending Commitments
1	• **Select** to reject selected commitment – if rejecting, accounts must be selected one at a time • **Result:** Rejection window appears
2	• **Enter** Rejection Reason • **Select** Reject 
3	**Select** to view commitment details **Result**: Details section displayed
4	**Search** for specific commitment if not listed Commitments can be searched by: • Customer Name • Funding Type • Amount
5	**Select:** • Show Pending to view all pending commitments • Show Rejected to view all rejected commitments