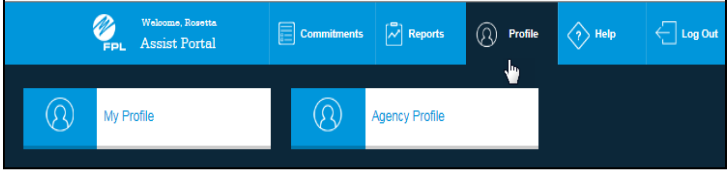
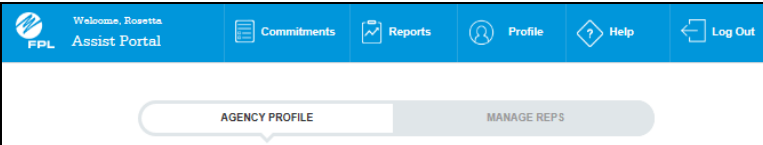




FPL ASSIST WEB PORTAL – UPDATE PROFILE MANAGER

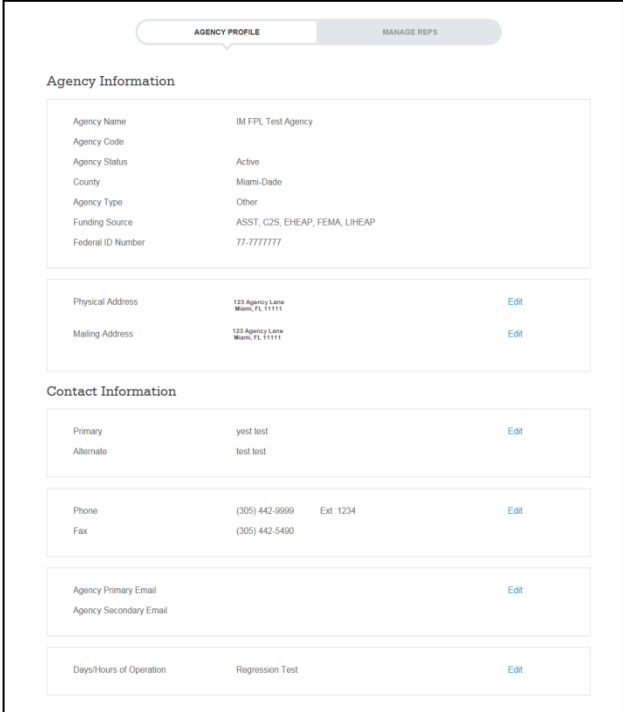
Purpose: Use this job aid to View and Update an Agency’s Profile.

Step	Actions for Accessing Agency Profile	
1	<p>Click Profile My Agency Profile</p>	
2	<p>After the Agency profile is selected, the following two options will appear:</p> <ol style="list-style-type: none"> 1) Agency Profile 2) Manage Reps <p>Result: Agency Profile window appears</p> <p>(continued on next page)</p>	

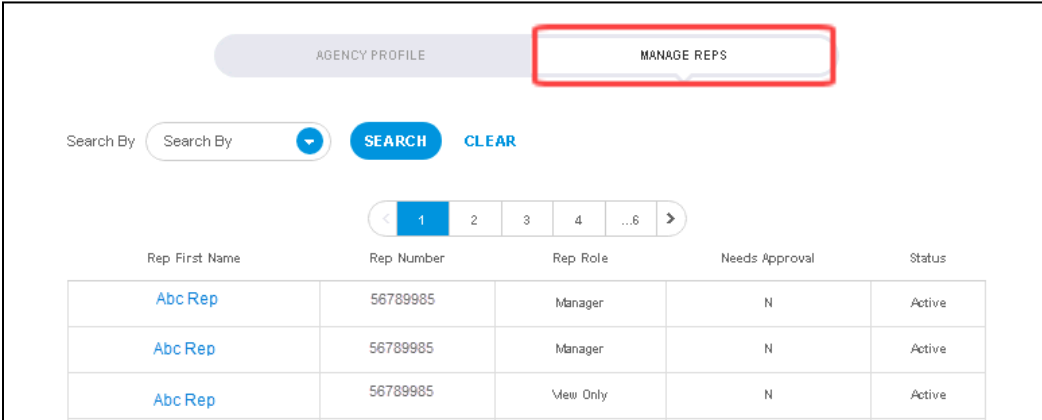
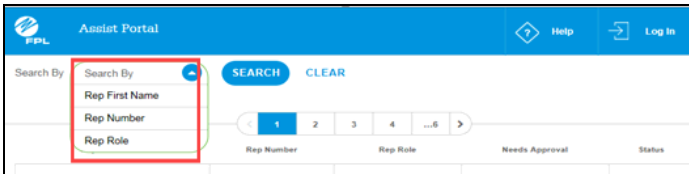
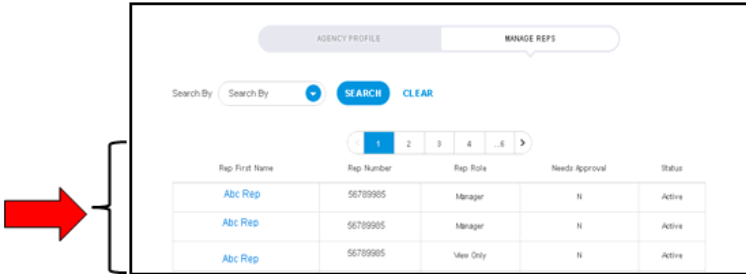


FPL ASSIST WEB PORTAL – UPDATE PROFILE MANAGER

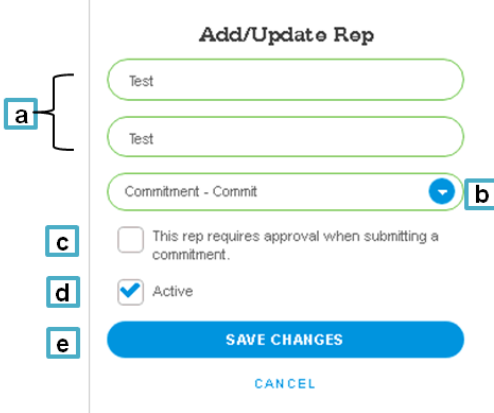

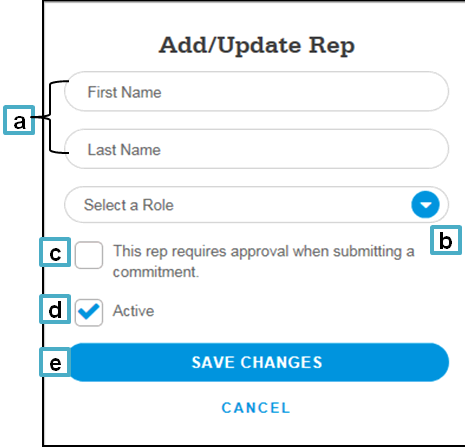
Purpose: Use this job aid to View and Update an Agency’s Profile.

Step	Actions for Accessing Agency Profile (cont.)	
	 <p>The screenshot shows the 'AGENCY PROFILE' tab selected. It displays two main sections: 'Agency Information' and 'Contact Information'. Each section contains several fields with their current values and an 'Edit' link. Agency Information includes Agency Name (IM FPL Test Agency), Agency Code, Agency Status (Active), County (Miami-Dade), Agency Type (Other), Funding Source (ASST, C2S, EHEAP, FEMA, LIHEAP), and Federal ID Number (71-777777). Contact Information includes Primary and Alternate contact details, Phone and Fax numbers, Agency Primary and Secondary Email addresses, and Days/Hours of Operation (Regression Test).</p>	
3	<p>Agency Information</p>	<p><u>Non-Editable Fields</u></p> <ul style="list-style-type: none"> • Agency Name • Agency Code • Agency Status • County • Agency Type • Funding Source • Federal ID Number <p><u>Editable Fields</u></p> <ul style="list-style-type: none"> • Agency Physical Address • Agency Mailing Address
	<p>Contact Information</p>	<ul style="list-style-type: none"> • Primary Contact Information • Alternate Contact Information • Agency Phone • Agency Fax • Agency Primary Email • Agency Secondary Email • Agency Hours of Operation

Purpose: Use this job aid to Manage Reps Profile.

Step	Actions for Managing Reps
1	<p>Click Manage Reps</p> 
2	<p>Search for Reps</p> 
3	<p>Modify a Rep Click on name you would like to modify</p>  <p>Note: Add/Update Rep window will appear.</p>

Purpose: Use this job aid to Manage Reps Profile.

Step	Actions for Managing Reps (cont.)													
4	<p>Once the Add/Update Rep window appears, you can update the following:</p> <table border="1" data-bbox="139 417 869 962"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Update – This is used to update the First and Last Name if update is needed</td> </tr> <tr> <td>b</td> <td>Select desired role from drop-down option</td> </tr> <tr> <td>c</td> <td>Select when rep requires approval when submitting a commitment</td> </tr> <tr> <td>d</td> <td>Select to make rep Active and deselect for Inactive option</td> </tr> <tr> <td>e</td> <td>Click to Save Changes</td> </tr> </tbody> </table>	Step	Action	a	Update – This is used to update the First and Last Name if update is needed	b	Select desired role from drop-down option	c	Select when rep requires approval when submitting a commitment	d	Select to make rep Active and deselect for Inactive option	e	Click to Save Changes	
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b	Select desired role from drop-down option													
c	Select when rep requires approval when submitting a commitment													
d	Select to make rep Active and deselect for Inactive option													
e	Click to Save Changes													
5	<p>Add Rep</p> <p>Click Add Rep</p> <p>Note: This option is located at the bottom of the Manage Rep window</p> 													
6	<table border="1" data-bbox="139 1302 869 1808"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Type First and Last Name field</td> </tr> <tr> <td>b</td> <td>Select desired role from drop-down option</td> </tr> <tr> <td>c</td> <td>Select if rep requires approval when submitting a commitment</td> </tr> <tr> <td>d</td> <td>Select – Deselect if rep will be inactive</td> </tr> <tr> <td>e</td> <td>Click to Save Changes</td> </tr> </tbody> </table>	Step	Action	a	Type First and Last Name field	b	Select desired role from drop-down option	c	Select if rep requires approval when submitting a commitment	d	Select – Deselect if rep will be inactive	e	Click to Save Changes	
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