Purpose: Use this job aid to view Active Commitments on an account in the FPL Assist Web Portal.

Step	Actions for Viewing Active Commitments on an Account
1	**Click** View Commitment History **Result:** Commitment History window displays
2	**Click** down Details arrow
3	• **Review** commitment information • **Click** Active commitment link for commitment if commitment needs to be modified **Note:** If Active is not a blue link, the commitment can not be modified

Purpose: Use this job aid to view Active Agency Commitments in the FPL Assist Web Portal.
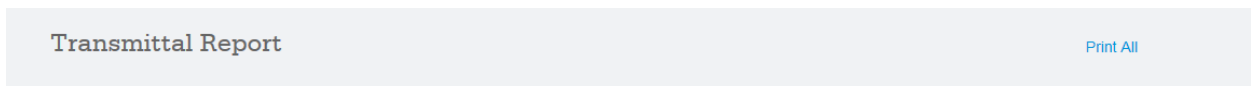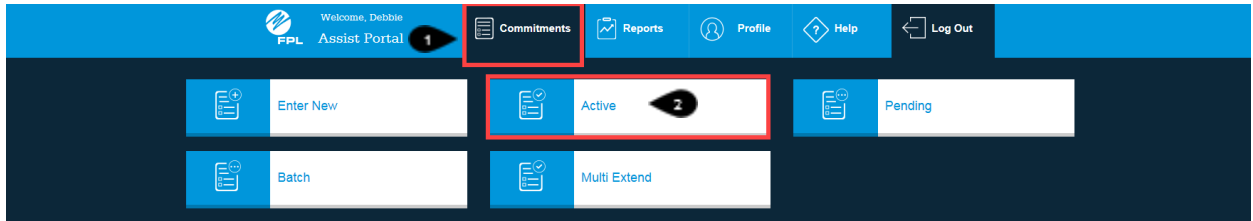
Step	Actions for Viewing Active Agency Commitments
1	**Select** Commitments from menu **Result:** Commitment menu is displayed
2	**Select** Active card **Result:** Transmittal Report is displayed
3	**Click** Funding type drop-down arrow to select funding type **Result:** Funding types will be displayed
4	**Select** Setup From Date from calendar **Note:** This is the starting setup date of commitments you want to view
5	**Select** Setup to Date from calendar **Note:** This is the ending setup date of commitments you want to view
6	**Click** Search to execute search **Result:** Active commitments for your agency are displayed

Purpose: Use this job aid to view Active Agency Commitments in the FPL Assist Web Portal.

Section	Name	Functions for Viewing Active Agency Commitments
1	Name	**Displays** name on the customer's account **Note:** Your authorization level may cause the accounts to be displayed in grey and will not be active links.
2	Funding Type	**Displays** commitment funding type
3	Setup Date	**Displays** date that the commitment was set up
4	Expiration Date	**Displays** expiration date of commitment
5	Amount	**Displays** commitment amount
6	Agreement	**Select** to print Commitment Agreement Letter
7	Detail	**Select** to view commitment details **Result:** Detail section displays
8	Print All	**Select** to print all active commitments displayed

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