



## Visual Aids – 5.0 Client Approver Approval Review

<b>Step 1</b>	<p>Approver will receive a system-generated e-mail notifying them the participant has submitted an application that has been approved by EdAssist and now requires their approval review. Approver will log into the website and locate the application in their Action Needed list on the Home page:</p> <hr/> <div data-bbox="341 430 1421 1039"><p>Action Needed</p><div data-bbox="365 577 1388 682"><div>Participant Name</div><div>All</div><div>▼</div></div><div data-bbox="722 577 1031 682"><div>Program Name</div><div>All</div><div>▼</div></div><div data-bbox="1071 577 1380 682"><div>Benefit Period</div><div>All</div><div>▼</div></div></div> <div data-bbox="365 693 1388 966"><div></div><div><b>FORWARDED TO SUPERVISOR FOR REVIEW</b></div><div><div>██████████</div><div>Tuition Reimbursement Program Southern New Hampshire University Mar 16, 2020 - May 11, 2020</div><div>#7150731</div></div><div><a href="#">Review Application</a></div></div> <hr/>
<b>Step 2</b>	<p>Approver will select 'Review Application' to open the application for review:</p> <div data-bbox="349 1123 1404 1396"><div></div><div><b>FORWARDED TO SUPERVISOR FOR REVIEW</b></div><div><div>██████████</div><div>Tuition Reimbursement Program Southern New Hampshire University Mar 16, 2020 - May 11, 2020</div><div>#7150731</div></div><div><a href="#">Review Application</a></div></div>
<b>Step 3</b>	<p>Approver will review the application for approval per the client-specific guidelines. Approver will select 'Approve Application' or 'Deny Application':</p> <hr/> <div data-bbox="414 1554 1339 1659"><div><b>APPROVE APPLICATION</b></div><div><a href="#">Deny Application</a></div></div> <hr/> <p>➤ NOTE: If denying the application, a comment (reasoning for denial) is required.</p>

#### Comments

You are required to enter a reason for denying the Application. Please note that the comment below will be viewed by your team member.

This field is required.

DENY APPLICATION

Cancel

- NOTE: If enabled, the Approver may also use the Actions menu within the application to 'Change Approver'.

