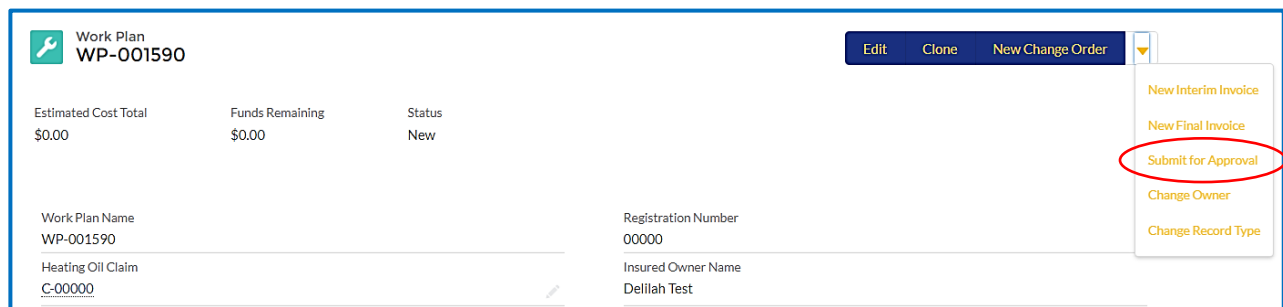
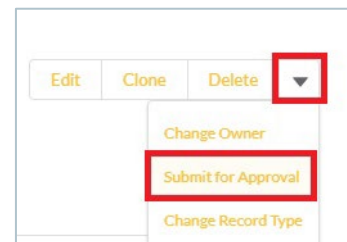


How to Submit for Approval

Approval of Scope of Work (SOW) Work Plans, Change Orders (CO), and Invoices is a two-step process. First, the SOW/CO/Invoice is submitted to the insured or designated representative for approval. Once approved by the insured, it is submitted to PLIA for approval.

Submit for Approval by Insured

After all the information has been entered into the Online Community, the Service Provider submits the SOW/CO/Invoice for approval by the Insured or their designated representative (Approver 1 or 2). Click the drop-down arrow in the upper right-hand corner and click Submit for Approval.



Submitting something for approval changes the Status to “Pending Owner Approval” and locks the SOW/CO/Invoice and any related records. During the approval process, the records cannot be edited or removed. All Approvers are notified by email that the SOW/CO/Invoice has been submitted for approval.

Submit for Approval by PLIA

After the insured, or their designated representative, approves the SOW/CO/Invoice, the Status changes to “Owner Approved”. It will automatically be submitted to PLIA for review and the status will change to “Pending Approval”.

During the approval process, the records associated with SOW/CO/Invoice are locked and cannot be edited by either the service provider or the insured. PLIA is notified via email of the new submission.