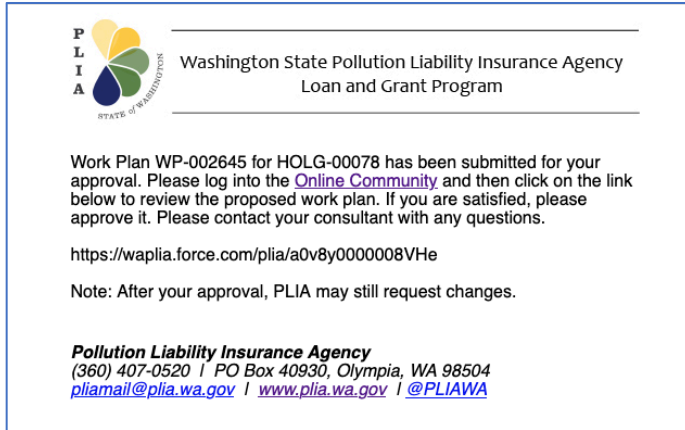
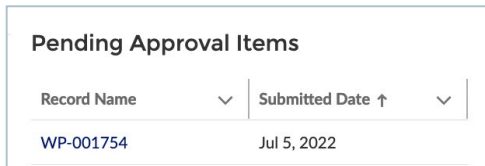


How to Approve a New Heating Oil Loan & Grant Work Plan

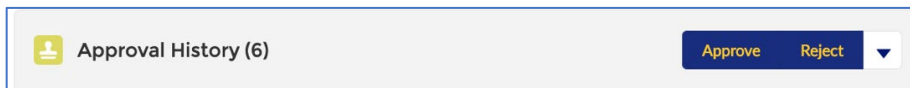
When a consultant has completed estimating a Work Plan, they submit it to designated approvers for approval. Approvers receive email notification of the pending approval. Upon receipt of an approval email, click on the Online Community link to login to the Community.



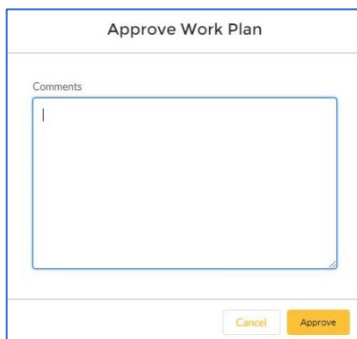
On the Loan & Grant page, you can see all items pending your approval in the Pending Approval Items section.



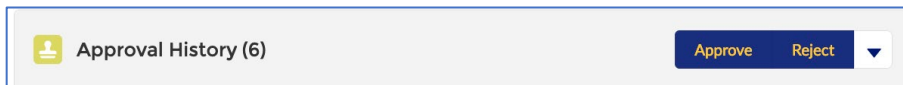
Click on the Work Plan and review. If you are satisfied, approve it by scrolling down to the Approval History section. Click Approve.



Add a comment on the confirmation window, if desired. Click Approve.



If you are not satisfied, reject it by scrolling down to the Approval History section. Click Reject.



Add a comment on the confirmation window. Click Reject.

Reject Work Plan

Comments

I

Cancel Reject