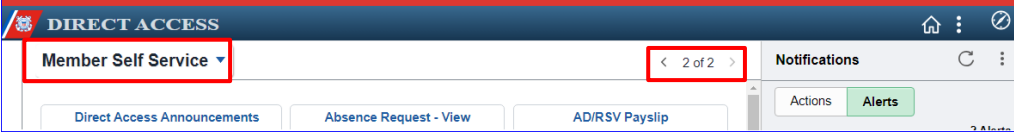
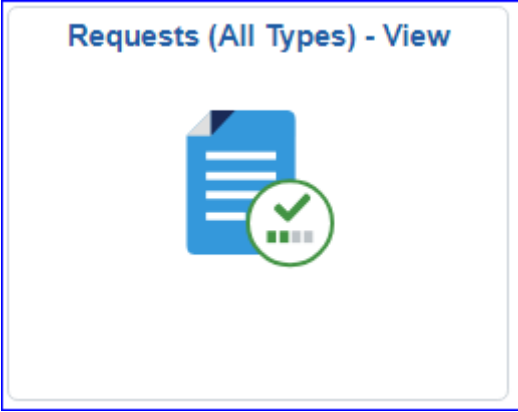
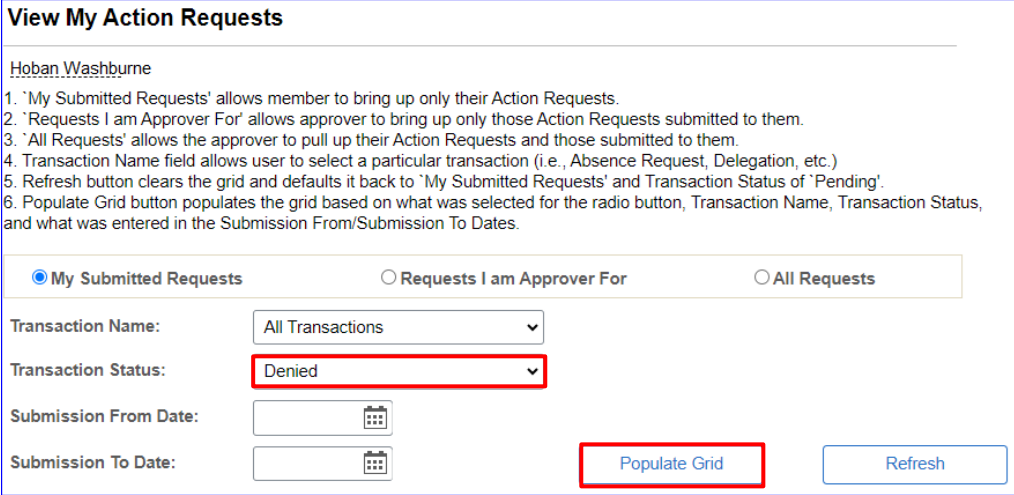


Member: Why Was My Role Request Denied

Introduction This guide provides the procedures for checking on why your request for Direct Access (DA) roles was denied by the final approvers at PPC.

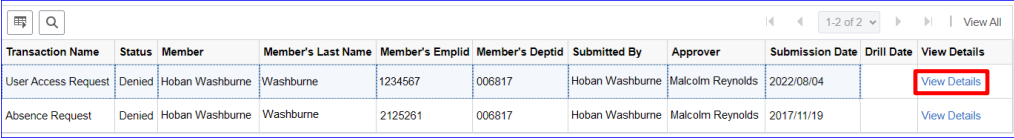
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 
2	<p>Click on the Requests (All Types) - View tile.</p> 
3	<p>Change the Transaction Status to Denied and click Populate Grid.</p>  <p>View My Action Requests</p> <p>Hoban Washburne</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions</p> <p>Transaction Status: Denied</p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p>Populate Grid Refresh</p>

Continued on next page

Member: Why Was My Role Request Denied, Continued

Procedures,
continued

Step	Action
4	<p>Click View Details on the appropriate User Action Request.</p> 
5	<p>Scroll down the page to the Action Request Status and read the Comments left by the approver. Resubmit request with appropriate actions taken.</p> 