Fiduciary Accountings Submission Tool (FAST) Training Job Aid
Application Access (Firm POC)

Objective

To provide the Firm POC with steps on how to review and approve a Fiduciaries self-registration request.

Audience

User: Firm POC

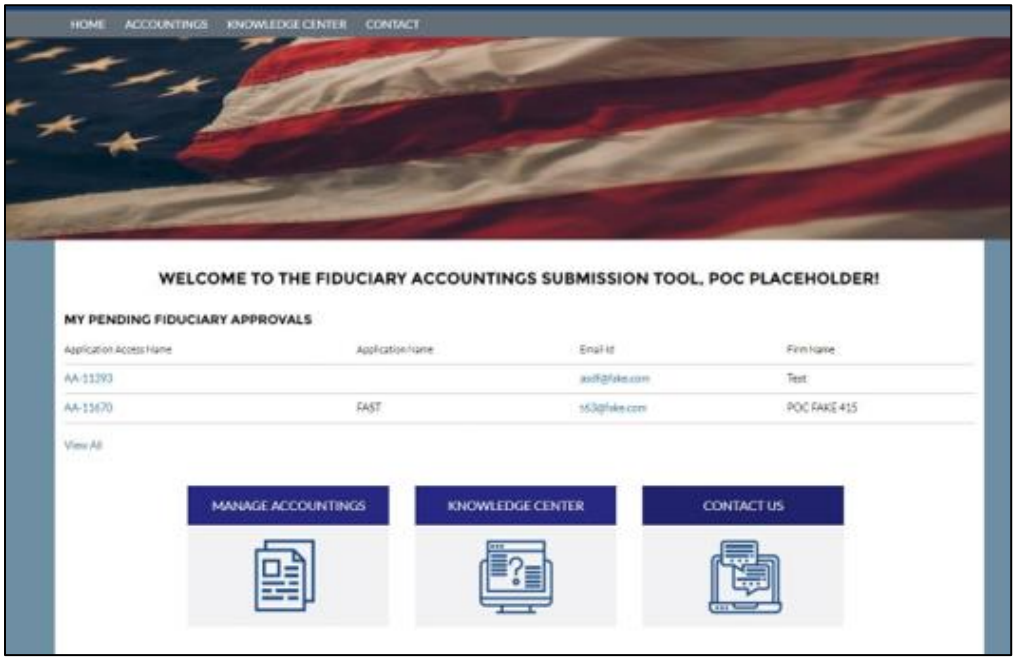
Prerequisite

The Firm POC has been approved by VA personnel to use FAST.

Instructions

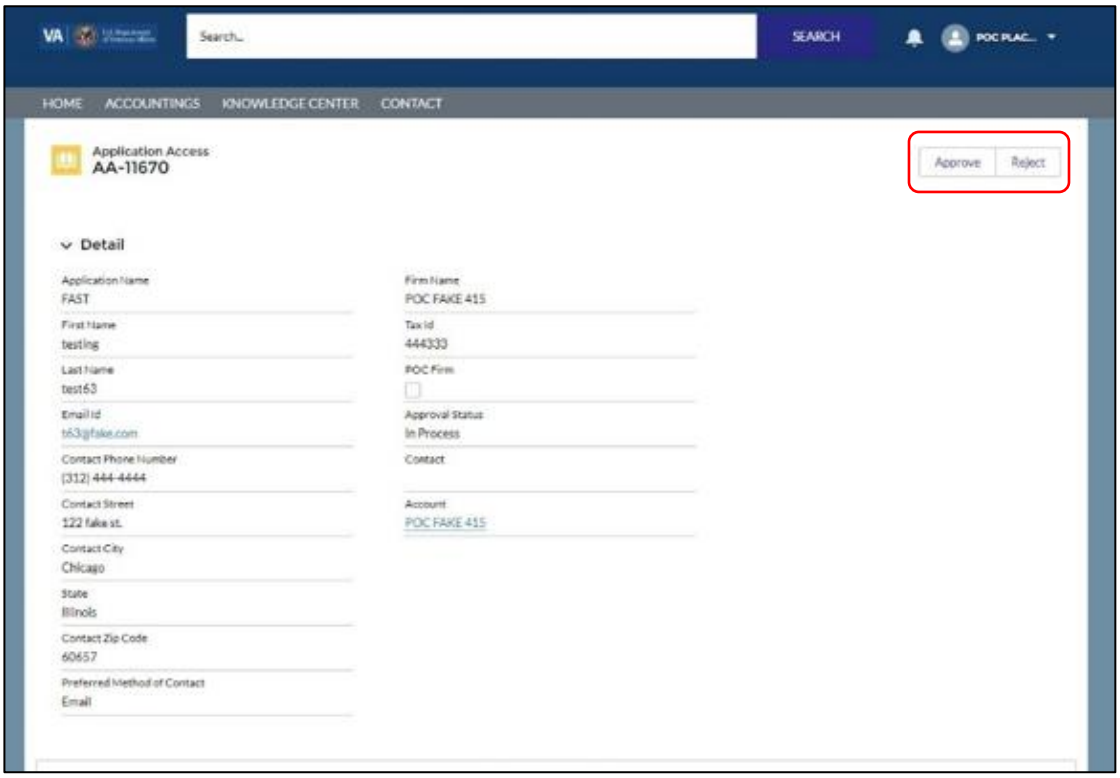
1. **Log** into FAST.

2. Once on the homepage you will be able to view all application access request pertaining to your Firm. You can access an application by clicking on the name of the applicant.

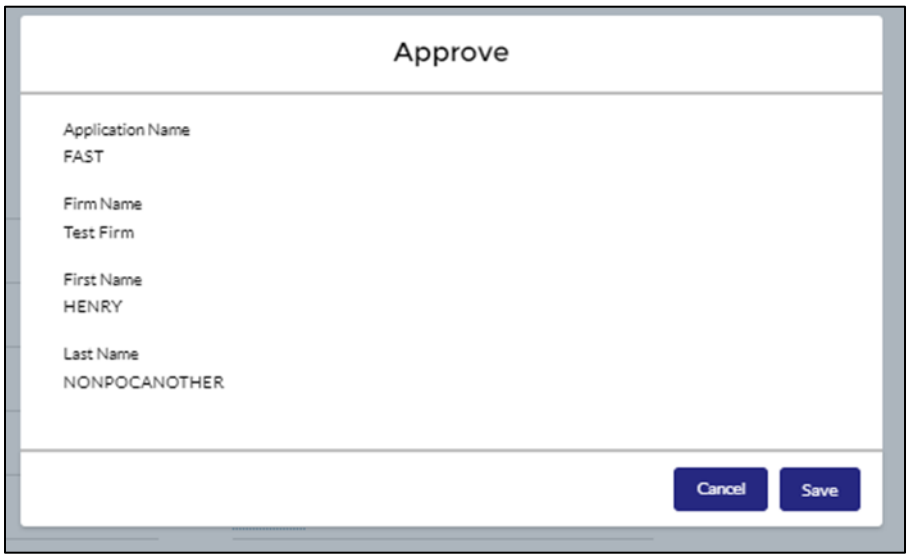


3. Once you have opened the application, details of the applicant will be viewable. Please review this information to determine the validation of the application.

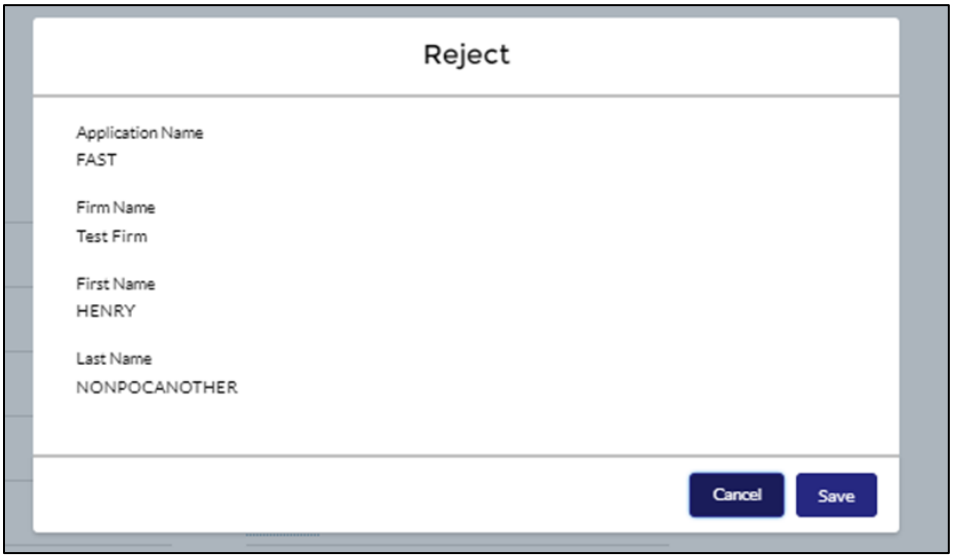
    - If you find that the information pertaining to the applicant is valid, then click the **approve** button on the top right of the screen and proceed to step 4
    - If you find the information pertaining to the applicant invalid, then click the **reject** button on the top right of the screen and proceed to step 5.



4. If you chose the approve option, you will be prompted to review a quick summary of the applicant's information. Once reviewed, select save to complete the approval process. Once you've taken these steps the applicant will then be able to access FAST.



5. If you chose the reject option, you will be prompted to review a quick summary of the applicant's information. Once reviewed, select save to complete the rejection process. Once you've taken these steps the applicant will be unable to access FAST.



Outcome

Applicants who have been approved will be able to access FAST. Applicants who have been rejected will be unable to access FAST, users can re-register for reconsideration.