

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

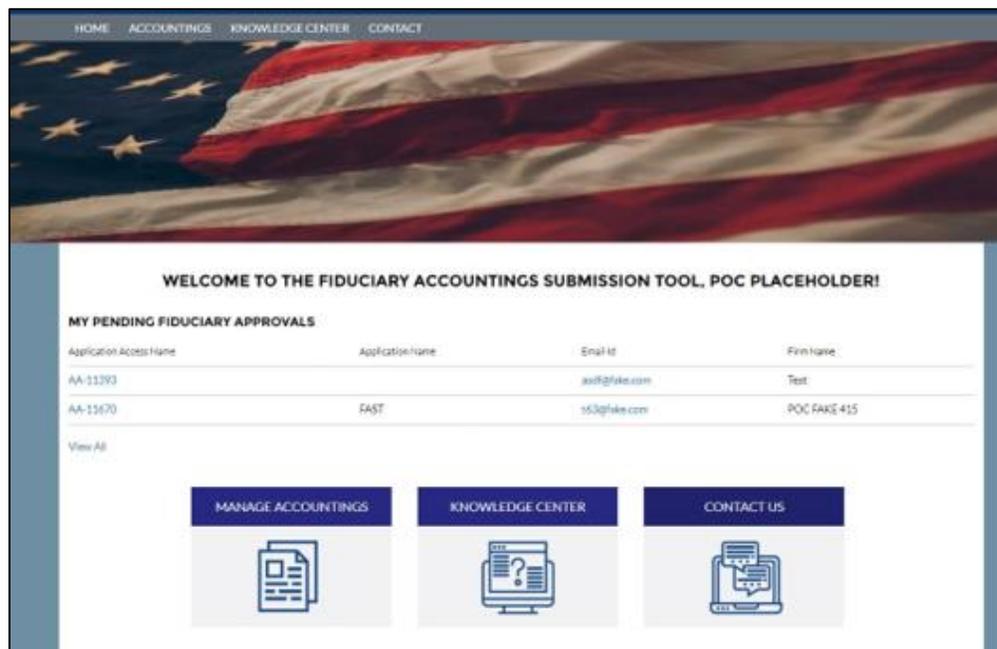
User: Firm POC

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.



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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.

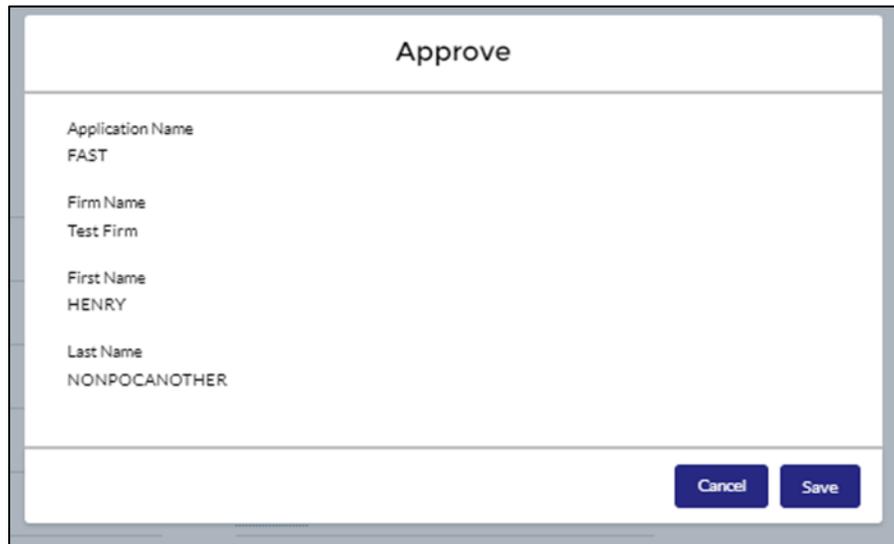
The screenshot displays the FAST application access interface. At the top, there is a search bar and a navigation menu with options: HOME, ACCOUNTINGS, KNOWLEDGE CENTER, and CONTACT. The main content area shows the application details for 'Application Access: AA-11670'. A red box highlights the 'Approve' and 'Reject' buttons in the top right corner. Below the application name, there is a 'Detail' section with the following information:

Application Name	FAST	Firm Name	POC FAKE 415
First Name	test1ng	Tax Id	444333
Last Name	test63	POC Firm	<input type="checkbox"/>
Email Id	test3@fake.com	Approval Status	In Process
Contact Phone Number	(312) 444-4444	Contact	
Contact Street	122 fake st.	Account	POC FAKE 415
Contact City	Chicago		
State	Illinois		
Contact Zip Code	60457		
Preferred Method of Contact	Email		



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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.

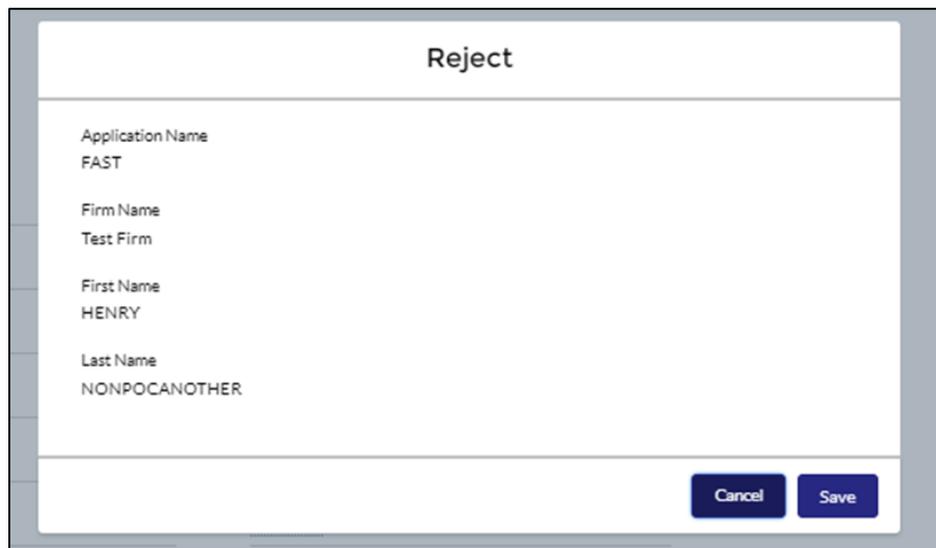


The screenshot shows a dialog box titled "Approve". It contains a summary of the applicant's information:

- Application Name: FAST
- Firm Name: Test Firm
- First Name: HENRY
- Last Name: NONPOCANOTHER

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save".

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.



The screenshot shows a dialog box titled "Reject". It contains a summary of the applicant's information:

- Application Name: FAST
- Firm Name: Test Firm
- First Name: HENRY
- Last Name: NONPOCANOTHER

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Save".

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.

