Objective
To provide the Fiduciary with steps on how to review and implement the Legal Instrument Examiner (LIE) requested revisions.

Audience
User: Fiduciary

Prerequisite
The LIE has reviewed the Fid Fund Usage Review and requested revisions.

Instructions
1. A notification email will be sent stating that the Fiduciary Fund Usage Review requires corrective action. Click on the hyperlink in the email to log into FAST to review the requested revision.

To log into FAST choose one of the following categories I am a Family Member or I am a VA Business Partner.
2. Then click the FAST button.

3. Click on the ID.me button then click Accept.
4. Enter email and password.

5. Click Fiduciary Fund Usage Review on the FAST Homepage.
6. Under the list view **Pending Fiduciary Fund Usage Review**, click the name of the **Returned Revision**.

<table>
<thead>
<tr>
<th>Fiduciary Fund Usage Review</th>
<th>Status</th>
<th>Created Date</th>
<th>VA Fiduciary Hub</th>
<th>VA File Number</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training 2-12-2021 5-12-2021</td>
<td>Revisions Requested</td>
<td>6/9/2021 1:33 PM</td>
<td>Columbia 319</td>
<td>123456789</td>
<td>Training</td>
<td>Demo</td>
</tr>
</tbody>
</table>

7. Review the **revisions** requested and make the **necessary** changes.
   - To edit **General Request Information**, select the pencil icon.
8. After making corrective action to the returned revision, you will need to re-acknowledge and re-submit the Fid Fund Usage Review. At the top of the screen click the **Acknowledgement** button to **re-acknowledge** the Fid Fund Usage Review.

![Acknowledgement](image)

9. **Review** the **Contact Info** section. If the **information** in the section is correct click **Next**.

![Contact Info](image)
10. In the ‘Acknowledgement of Attached Documents’ section mark the checkboxes and click **Next**. Then in the Legal Acknowledgements section, mark the checkboxes and click **Next**.

11. After **re-acknowledgement**, click the **Submit** button.
12. **Input** your **signature** and any **comments** that are necessary and **click Save.**

![Submit](image)

13. Once the Fiduciary Fund Usage Review has been re-submitted, the status will change to **Revisions Submitted.**

![Fiduciary Fund Usage Review](image)

**Outcome**

The Fiduciary has provided and submitted revisions. The LIE will review and provide a disposition.