Fiduciary Accountings Submission Tool (FAST) Training Job Aid

Requested Revisions on a Fiduciary Fund Usage Review

Objective

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

Audience

User: Fiduciary

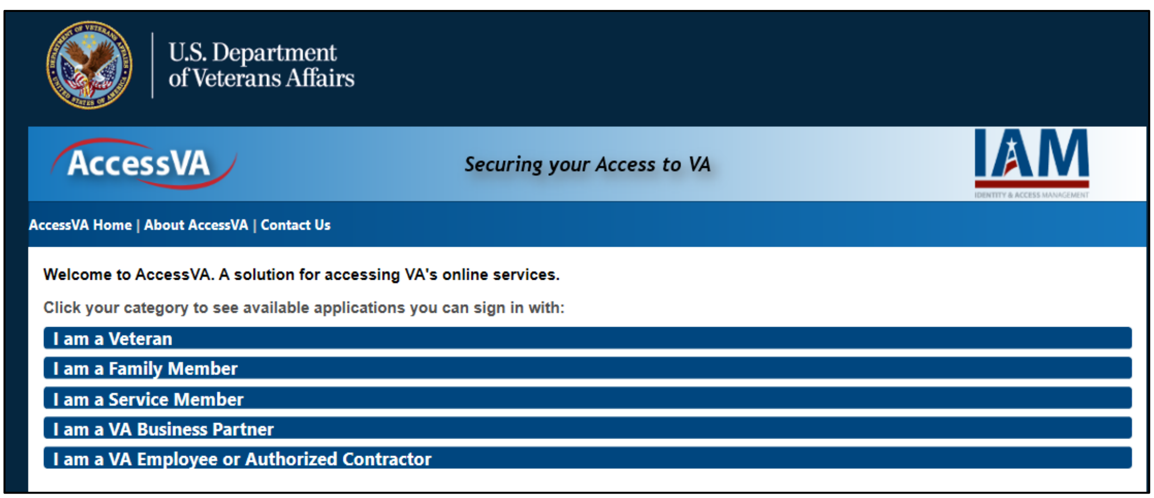
Prerequisite

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

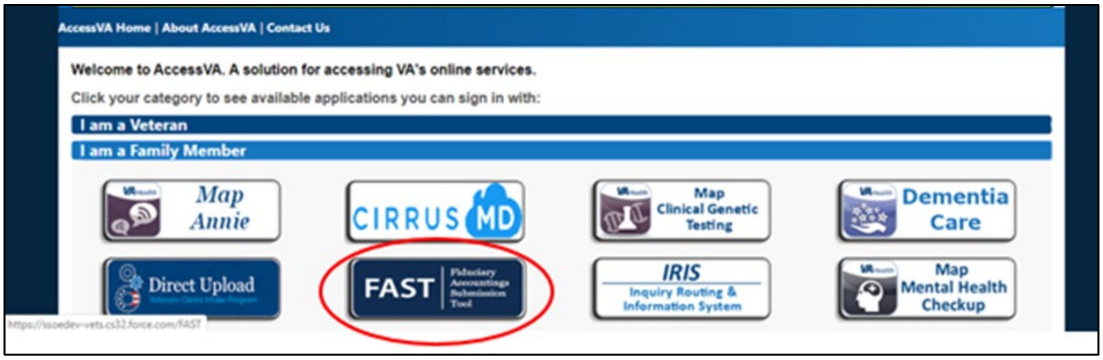
Instructions

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.

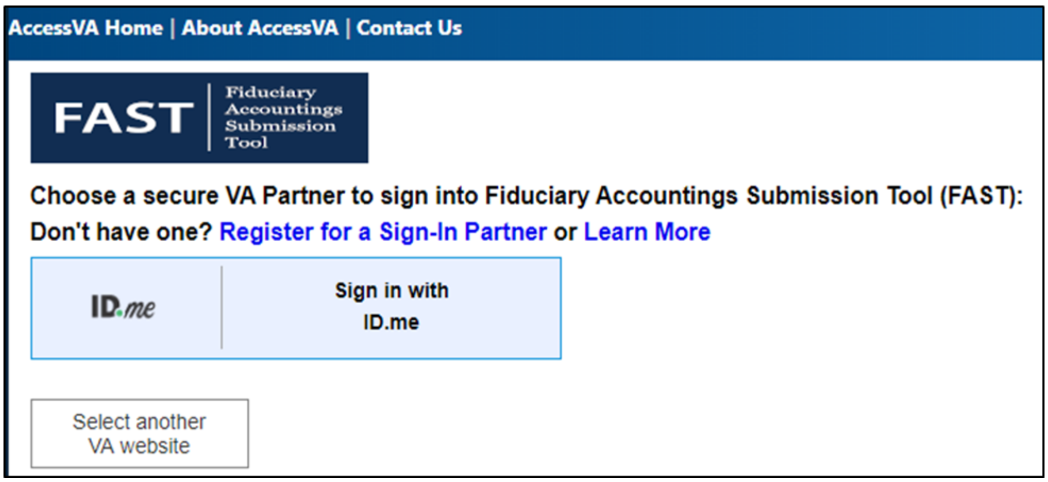
   To log into **FAST** choose one of the following categories ***I am a Family Member or I am a VA Business Partner***.

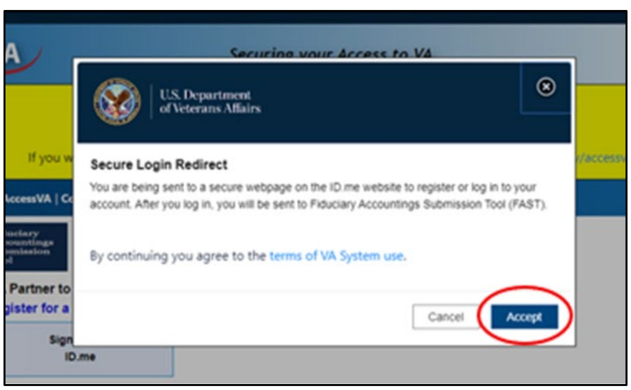


2. Then click the **FAST** button.

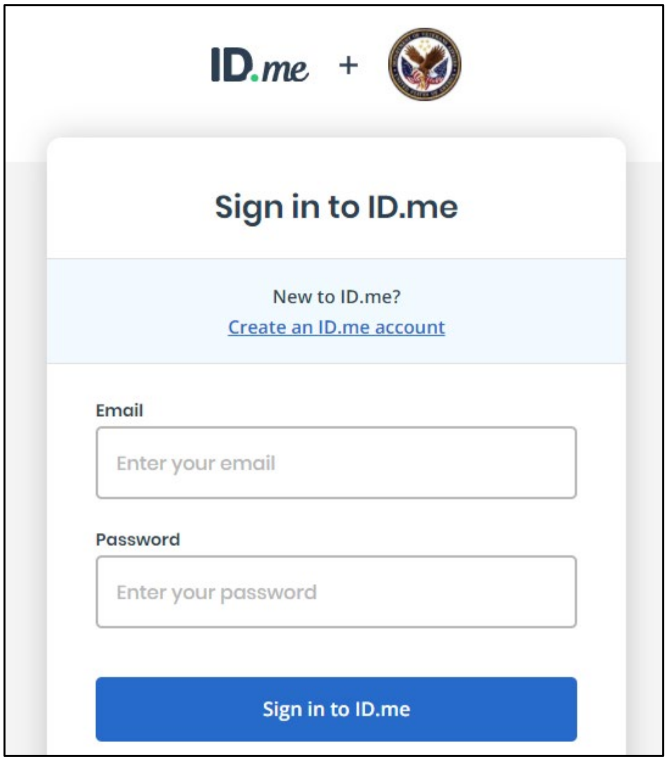


3. Click on the ID.me button then click **Accept**.

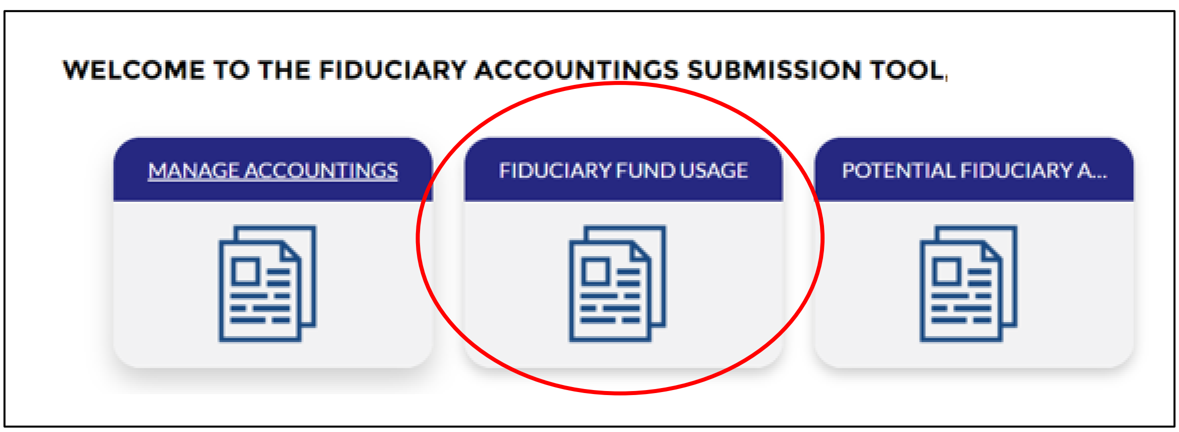




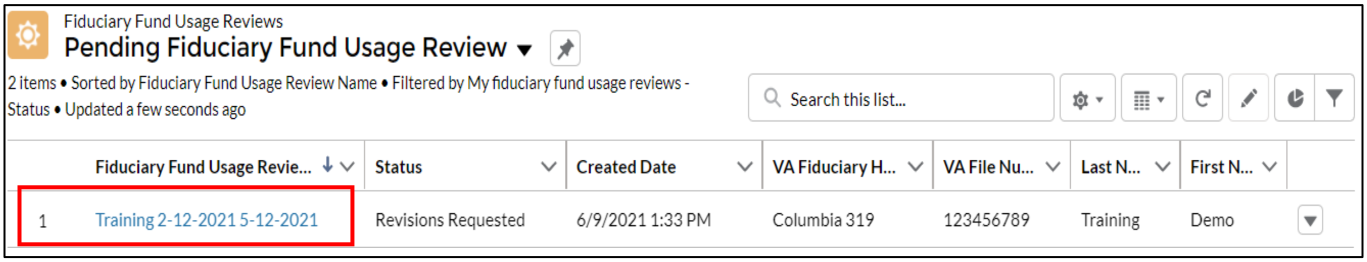
4. Enter **email** and **password**.



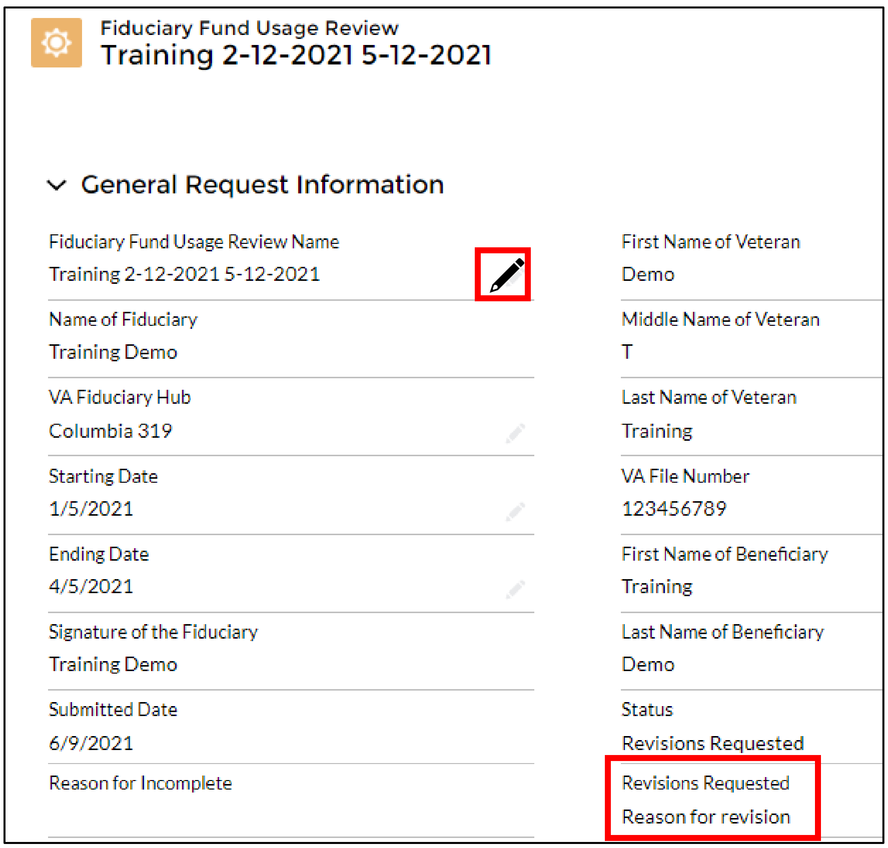
5. Click **Fiduciary Fund Usage Review** on the FAST Homepage.



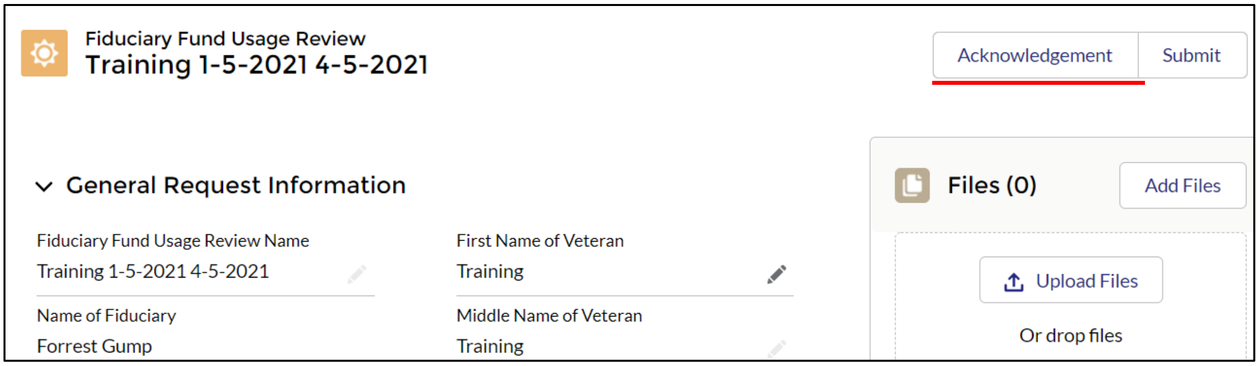
6. Under the list view **Pending Fiduciary Fund Usage Review**, <u>click</u> the name of the **Returned Revision**.



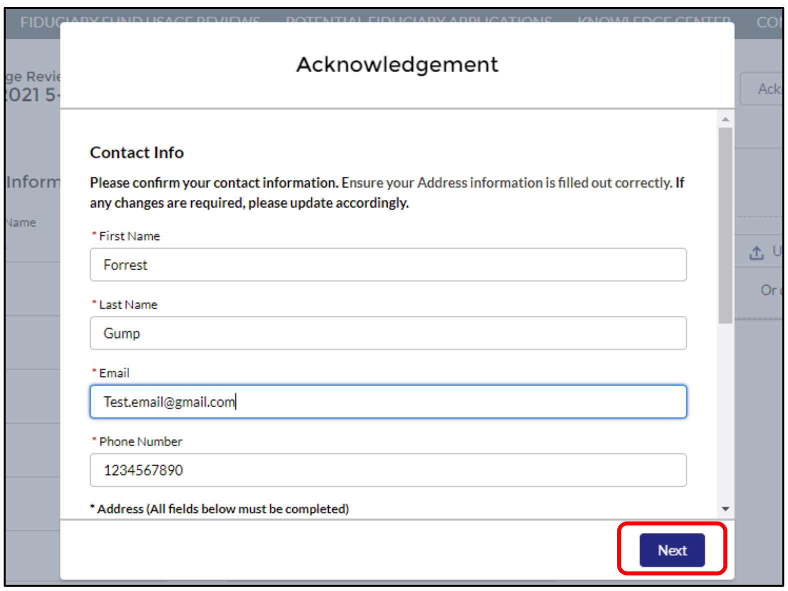
7. <u>Review</u> the **revisions** requested and make the **necessary** changes.
    - To edit **General Request Information,** <u>select</u> the pencil icon.



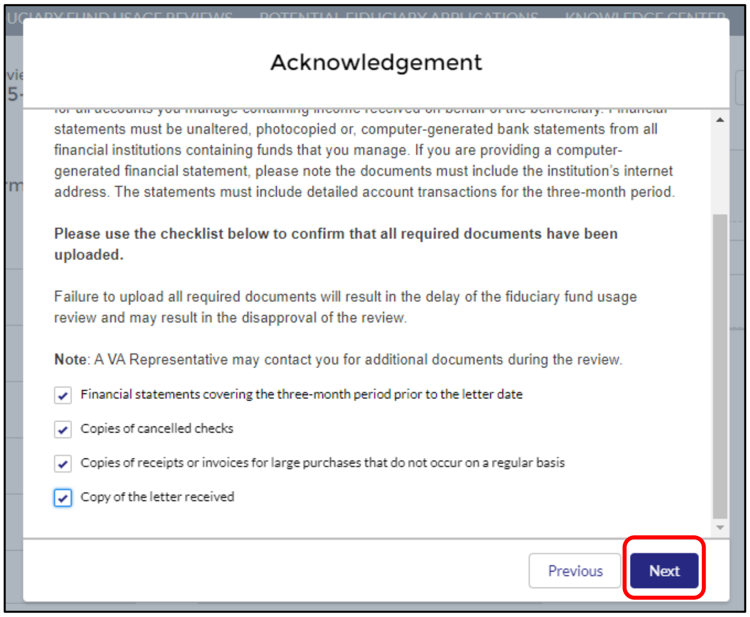
8. After making corrective action to the returned revision, you will need to re-acknowledge and re-submit the Fid Fund Usage Review. At the top of the screen click the **Acknowledgement** button to **re-acknowledge** the Fid Fund Usage Review.



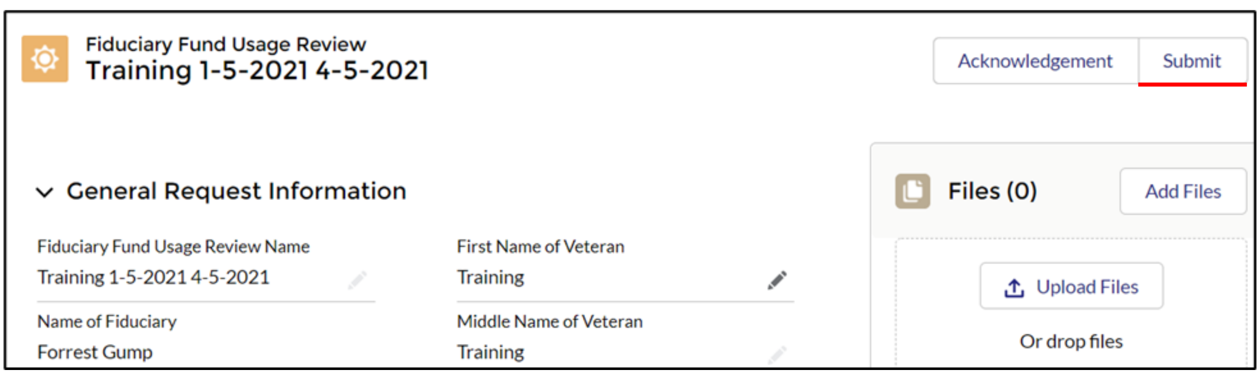
9. Review the **Contact Info** section. If the **information** in the section is correct click **Next.**



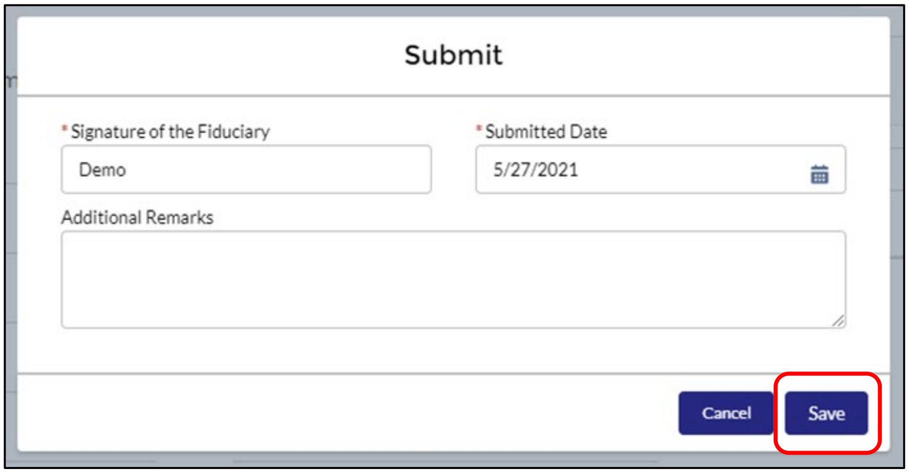
10. In the **'Acknowledgement of Attached Documents'** section mark the checkboxes and click **Next**. Then in the Legal Acknowledgements section, mark the checkboxes and click Next.



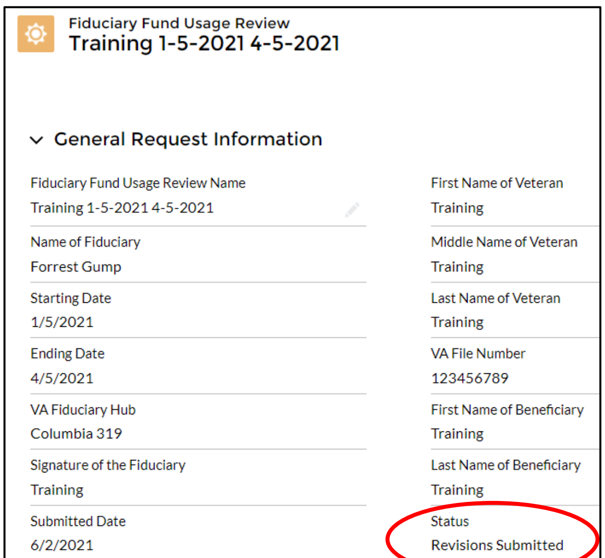
11. After **re-acknowledgement**, click the **Submit** button.



12. <u>Input</u> your **signature** and any **comments** that are necessary and <u>click</u> **Save.**



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



Outcome

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