TAB A: Recommending Denial - Instructions for Updating RAPIDS and Uploading Documents

1. Update the information in RAPIDS following the instructions below:

   a. Before a "RAC/Analyst Action/Decision" can be selected the following criteria must be met:

      - Supervisor Review Complete

      - Analyst assigned to the request

      - Request status marked "Being Processed"

   b. Select the "Decision" tab

      - Select the "Edit" link

      - Select "Recommend Denial by RAC/Analyst" from the "RAC/Analyst Action/Decision" pull-down bar

      - Select the "Update" link

   c. Select the "Request Details" tab

      - Select the "Edit" link from the bottom of the page

      - Update the status to "Ready for Review"

      - Select the "Update" link

2. To upload documentation

   a. Select the "Remarks/Documents" tab

   b. Select the "Attach Document" link from the bottom of the page

   c. Insert the document name into the "File Name" text field on the "File Upload" pop-box box

   d. Select the "Browse" button to select the document to be added to the "File Path" field

   e. Select the "Upload" link

   The document will then be added to the "Document Upload" section of the "Remarks/Documents" tab