HOW-TO: APPROVE AN ELIGIBILITY OR RENEWAL APPLICATION

FOR: Applicants

DESCRIPTION: The process to approve an Eligibility or Renewal application that was sent for Director Approval

PROCESS:

1. FACT notifies the director that the Eligibility or Renewal Application was approved by FACT and requests confirmation of the Accreditation Goal and Inspection Sites.

2. In the email, select the link provided to access the Director Approval page:

   "Access your application to approve or reject this information: Eligibility Application"

3. When prompted, log in to the FACT Accreditation Portal. The username is your email address. If you do not know your password, refer to the How-To Guide on *Resetting My Password*.

4. Review the information on the Compliance Application Approval page for accuracy and completeness.

5. Select *Approve* to confirm the information is correct.

   On approval, the compliance application is created.

6. If you disagree with the information presented, select *Reject*. You are prompted to enter Rejection Comments.

   If rejected, FACT will review the Rejection Comments and update the application accordingly.