HowTo:
Assigning All Projects/Activities to an Alternate

Welcome to our HowTo guide for the Designating Alternates portion of GFA.

This is a walk-through of the process, created to make your job easier.

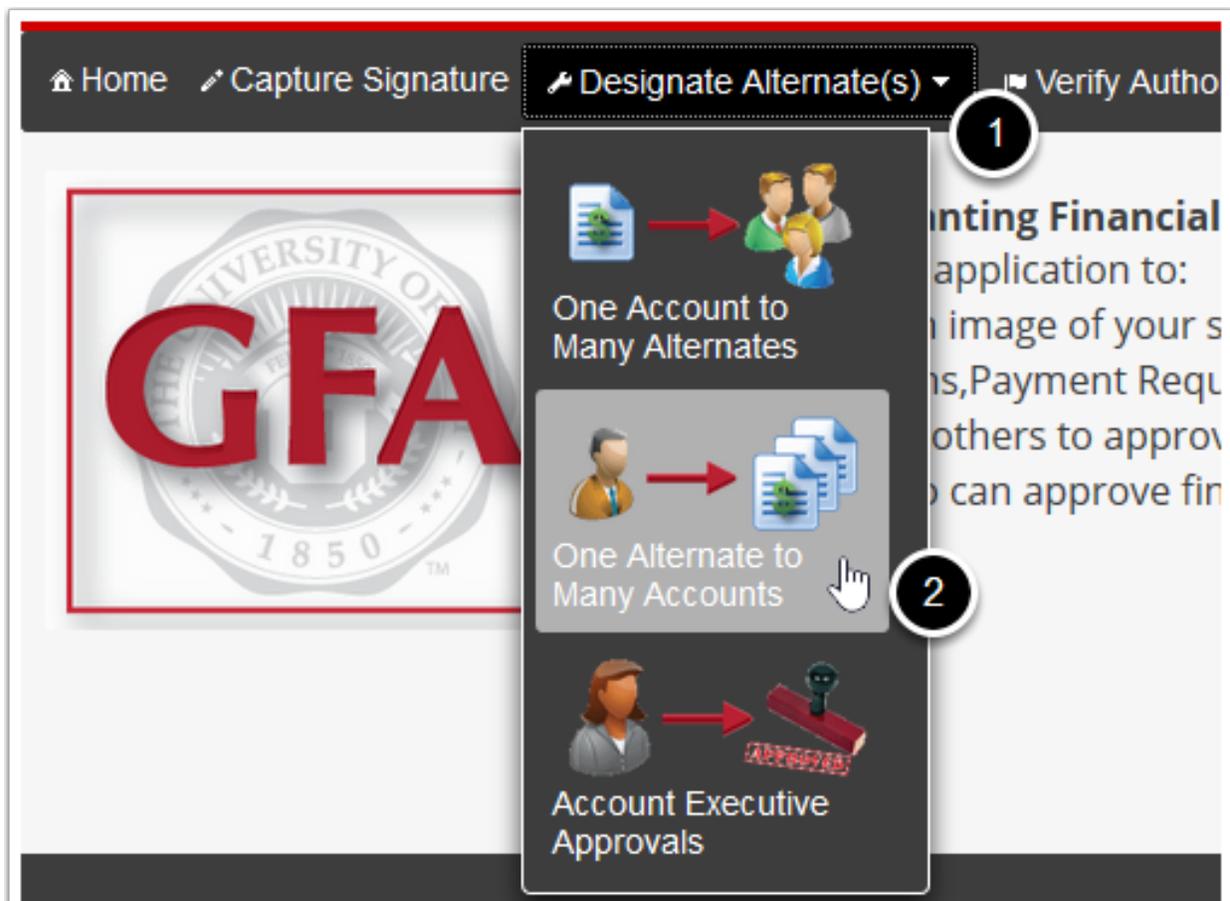If you have any questions after reading this guide, please contact us.

The links to the GFA Application on the front page of CIS.

The GFA homepage has many links on the navigation bar, located at the top.

Select *Designate Alternates,* **and then** *One Alternate to Many Accounts.*

Type the Alternate's last name, comma, then their first name - *with no spaces*. **A list of names will appear. Select the desired Alternate.**

Select the *Search By Account Executive or Alternate* **tab.**

Type the Account Executive's last name, comma, then their first name - *with no spaces*.

After you have selected the desired Account Executive, click *Search*.
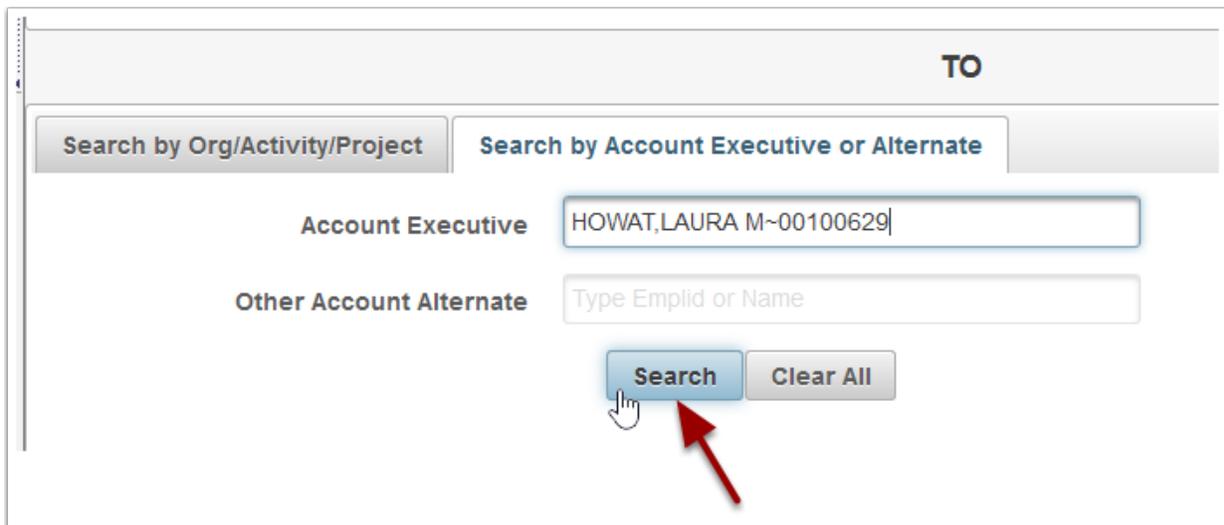
A list of Projects and Activities will appear.

Click *Select All*, and choose the *From* and *To* dates.

Clicking the Fill Down buttons will add the dates to every line.

Once you have the desired dates, Click *Submit.*

You can check Alternates by selecting *Verify Authorities* and then *By Account*.
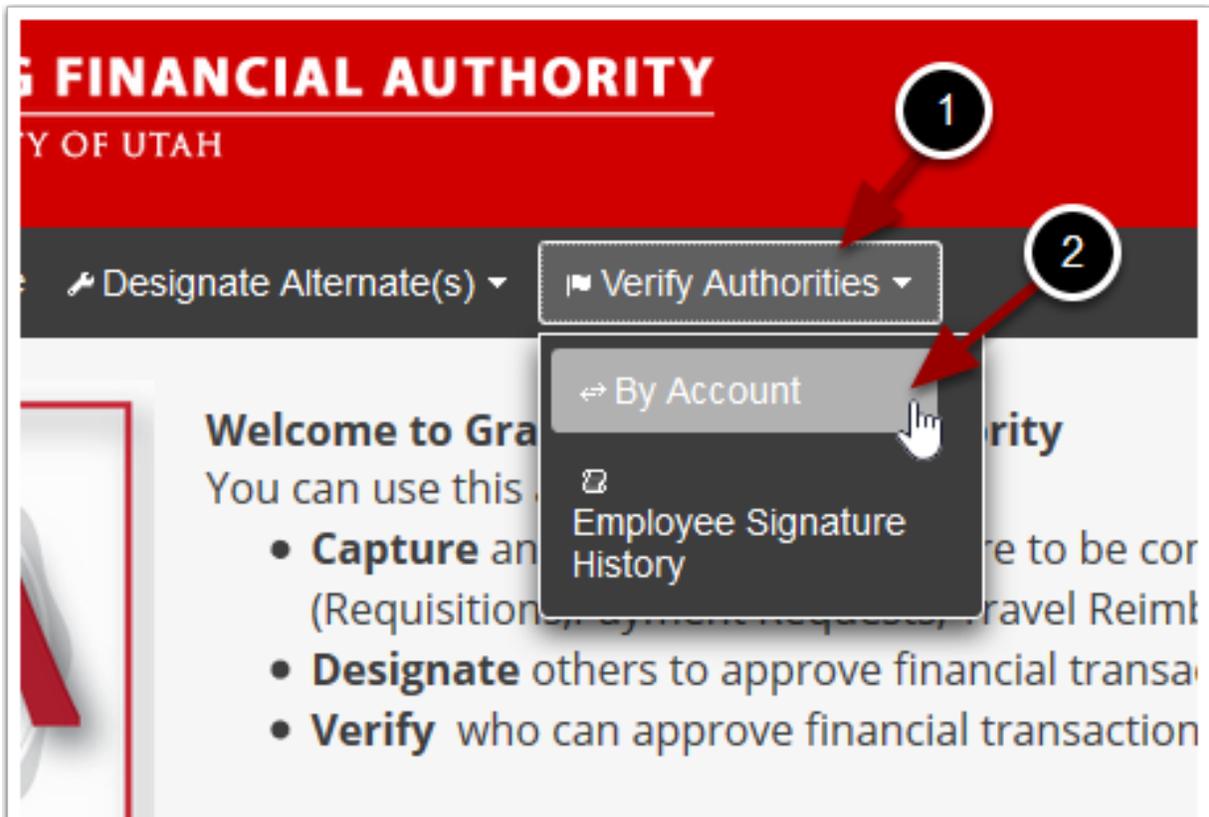
Enter an Activity or Project to see the list of authorized signers.