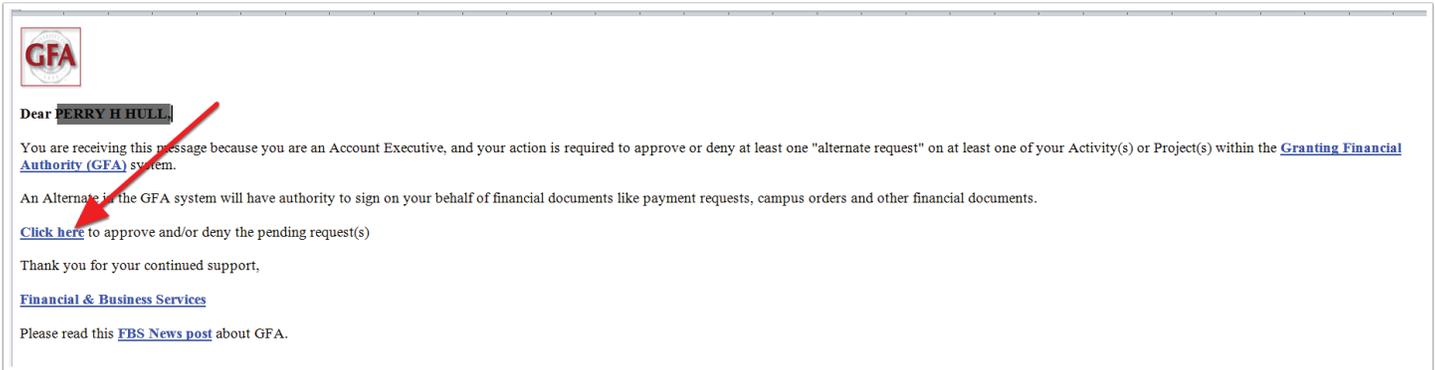


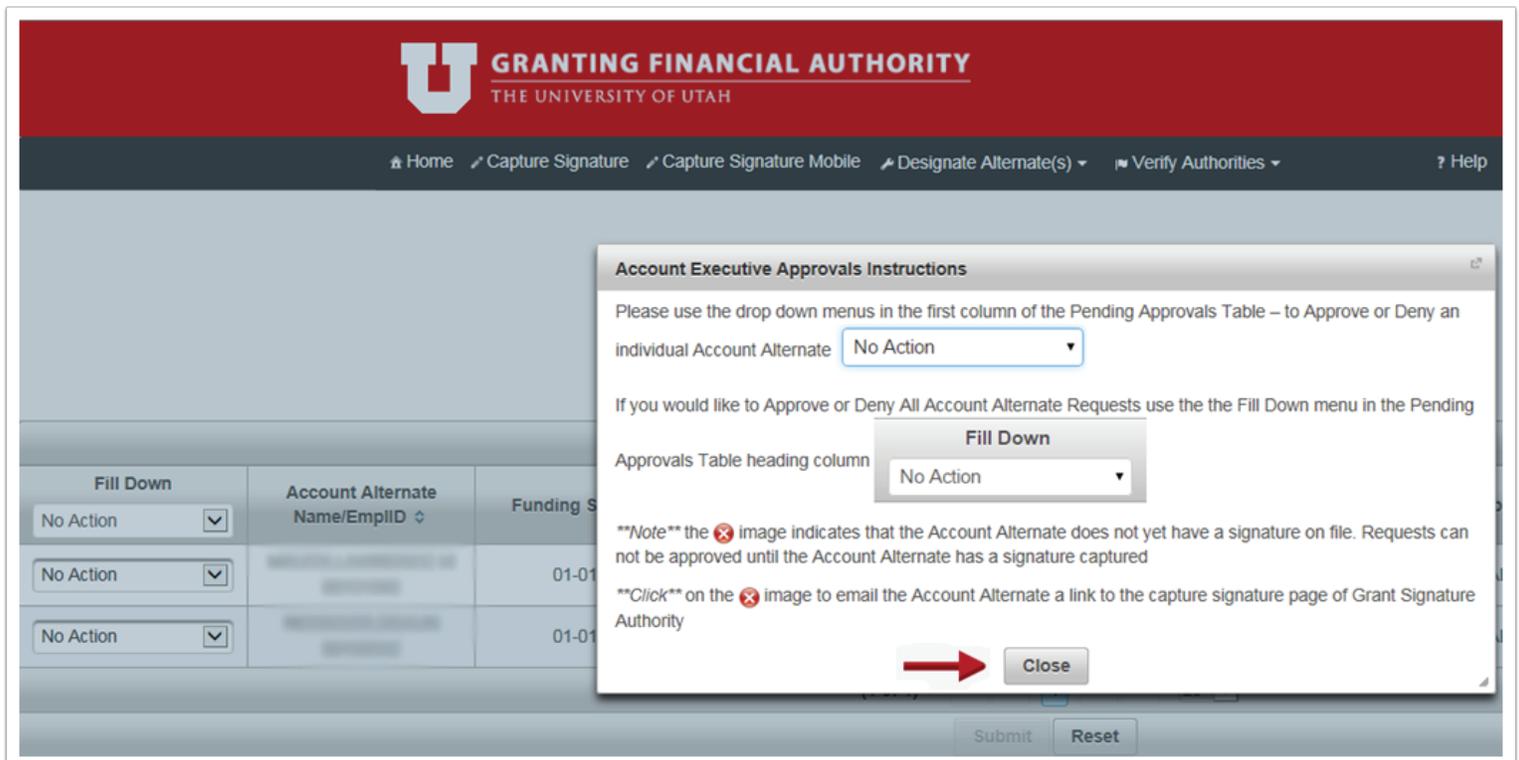
The following email is system-generated weekly by Financial & Business Services. Account Executives will receive this email only if there are pending approvals that require attention.

Click on the "Click here" link in the email to begin the process.



If you are not logged in to CIS, A CIS login screen will appear.

After logging in, the instruction page below will be displayed. Please click the "Close" button.



A list will be displayed with all the Activities and/or Projects and the pending Alternates.

1. This application requires you to approve/deny each request.
2. A date range that each Alternate would have the authority to sign on your behalf is displayed.

CARL A. LARSON [Log Out](#)

**Account Executive Approvals**

**Pending Approvals for LARSON,CARL A.**

(1 of 1) 1 25

Fill Down	Account Alternate Name/EmplID	Funding Source	Description	Account Executive	Fund	Type	Date From	Date To
No Action	LARSON,CARL A. 00308703	01-01000	ADD-CARL A.	LARSON,CARL A. 00308703	2000	ALL	09/01/2014	12/01/2019
No Action	LARSON,CARL A. 00308703	01-01000	ADD-CARL A.	LARSON,CARL A. 00308703	2000	ALL	09/01/2014	12/01/2019

(1 of 1) 1 25

Submit Reset

If you agree with all the pending Alternates, you can select "Approve All" in the drop down list at the top. Or if you disagree with all the pending Alternates, you can select "Deny All" in the drop down list at the top.

Fill Down

- No Action
- Approve All
- Deny All

Account Alternate Name/EmplID

Funding Source

If you agree with some and not other pending Alternates, you can select "Approve" or "Deny" on each line.

Fill Down

- No Action
- Approve
- Deny

Account Alternate Name/EmplID

Funding Source

After making all your selections, click the "Submit" button at the bottom of the screen.

**Account Executive Approvals**  
**Pending Approvals for LARSON, CARL A.**

(1 of 1) 1 25

Fill Down	Account Alternate Name/EmplID	Funding Source	Description	Account Executive	Fund
Approve All				LARSON, CARL A. 00308703	2000
Approve		01-0100		LARSON, CARL A. 00308703	2000
Approve		01-0100		LARSON, CARL A. 00308703	2000

(1 of 1) 1 25

**Submit** **Reset**

After clicking "Submit", a small box will appear with all your selections. You may need to scroll down to see them all. Please select "Confirm".

This completes the process of Approving and/or denying Alternate requests in the GFA system.

**GRANTING FINANCIAL AUTHORITY**  
THE UNIVERSITY OF UTAH

Home Capture Signature Capture Signature Mobile Designate Alternate(s) Verify Authorities Help

You are submitting the following changes:

Approve - [redacted] to be added as an Account Alternate on:  
01-0100 for [redacted], for All Financial Transactions 09/01/2014 through 12/01/2019

Approve - [redacted] to be added as an Account Alternate on:  
01-0100 for [redacted], for All Financial Transactions 09/01/2014 through 12/01/2019

Confirm to spend on the above Accounts, according to Policy 3-003

**Confirm** **Cancel**

**Submit** **Reset**