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.

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.

If you agree with some and not other pending Alternates, you can select "Approve" or "Deny" on each line.
After making all your selections, click the "Submit" button at the bottom of the screen.

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.