1.	under My Activities ed the electronic approval access form, please contact

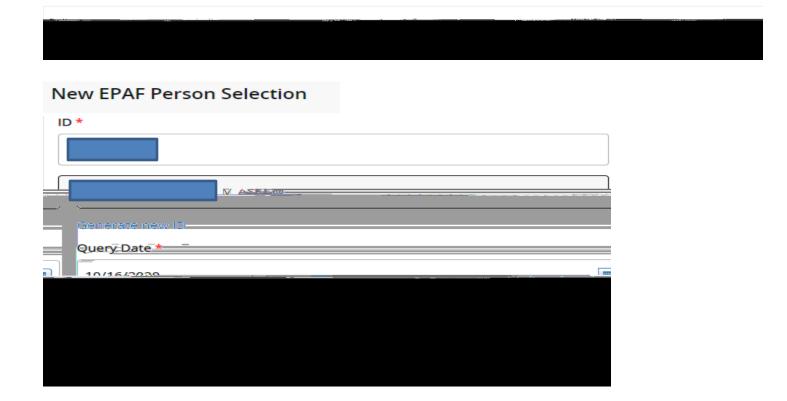
## 3. Enter under New EPAF Person Selection

Enter and , Click .

Click r and Select of rate change, MUST be 1st or 16th.

Click down arrow to select .

Click .



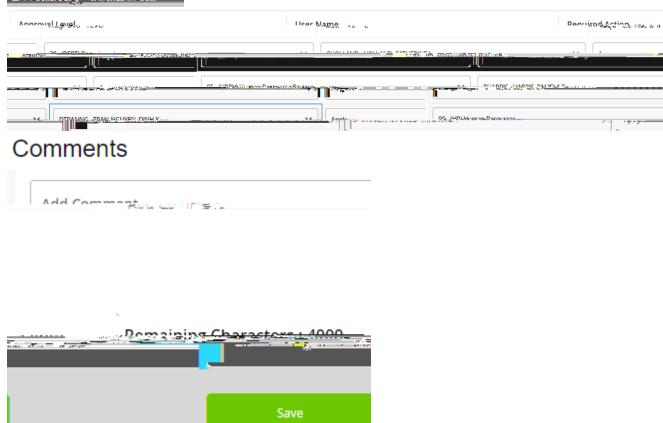
4. List of active jobs will appear.

Select button for position to change rate.

If position does not show, Click to view all jobs.

Click

## Routing Queue



7. Select to finish if change was saved successfully.

There will be an error message in red with details if your change did not Save or Submit successfully.