

HOW-TO: RESPOND TO A TASK

FOR: Applicants

DESCRIPTION: How to respond to a task that was either assigned to you or your organization.

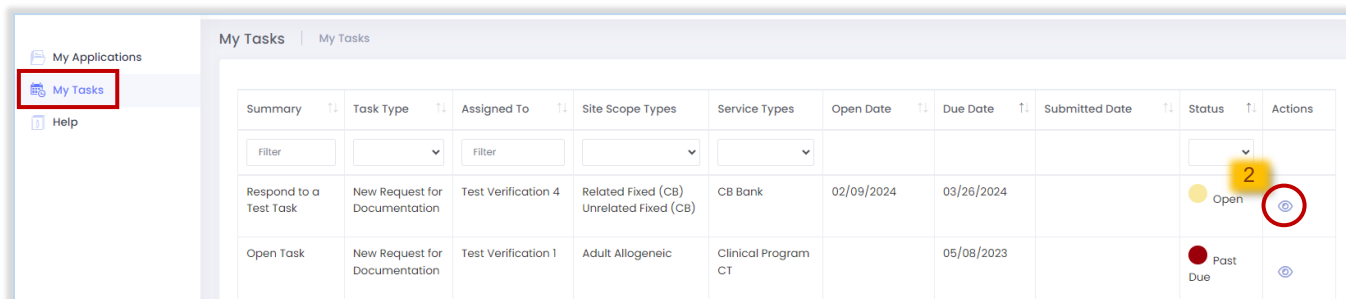
DEFINITIONS: NA

PREREQUISITES:

- [How-To: Submit a Compliance Application](#), IT.GDE.8.008

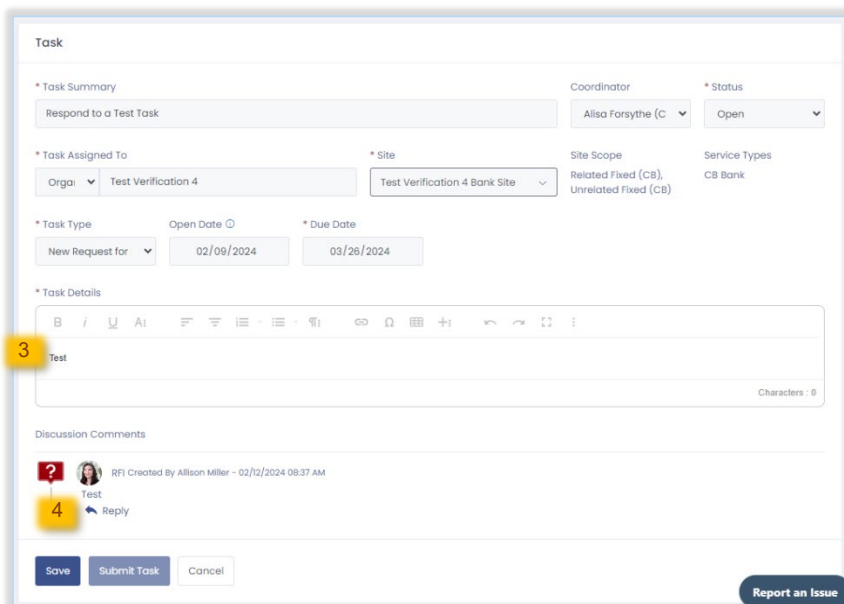
PROCESS:

1. A FACT Accreditation Portal automated email is sent to the organization’s director, primary contact, and alternate contact(s) indicating a Task is available for response.
 - a. An *Access the Portal* link is included in the email that will open the Tasks landing page.
2. In the left navigation pane, select **My Tasks**. All tasks assigned to the individual and the organization display. Select the **View** icon in the **Actions** column to view the task.

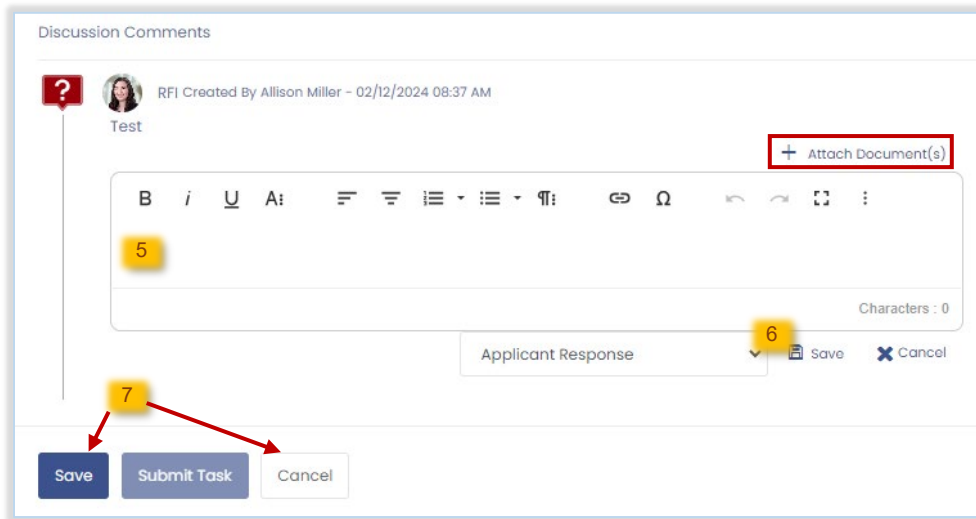


*Note: tasks that are **Open** or **RFI in Progress** are available for response. If a task is **Past Due**, contact your FACT Accreditation Coordinator.*

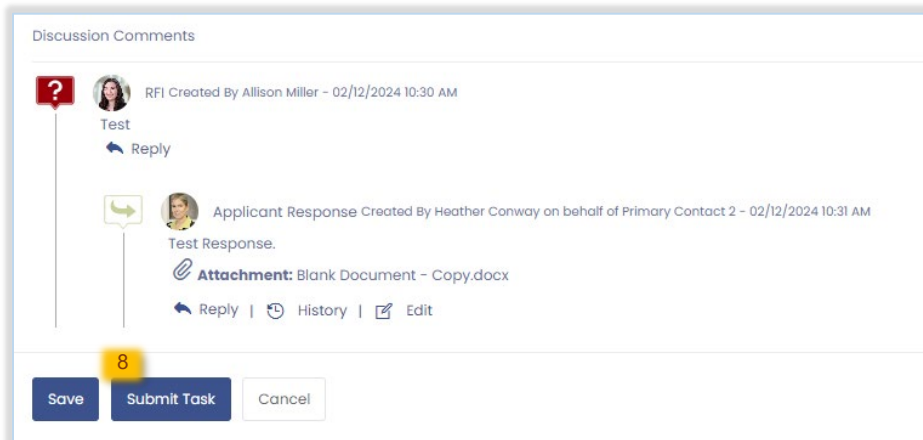
3. Review the **Task Details**.
4. Select **Reply**. A text field area displays.



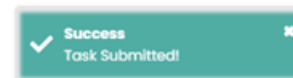
5. Enter a response in the field. If evidence is required select **+ Attach Documents**. Refer to [How-To: Submit a Compliance Application](#) for instructions regarding how to attach a document.



6. Select **Save** to save comments (Applicant Response) immediately below the comment field.
7. Select the **blue Save OR Cancel** button to return later to complete the Task.
8. After the task is complete, select **Submit Task** to save and submit the Task.



9. The task closes and a pop-up message displays, indicating the task was submitted successfully.



10. An email is sent to the organization's director, primary contact, and alternate contact(s) indicating the task was submitted.