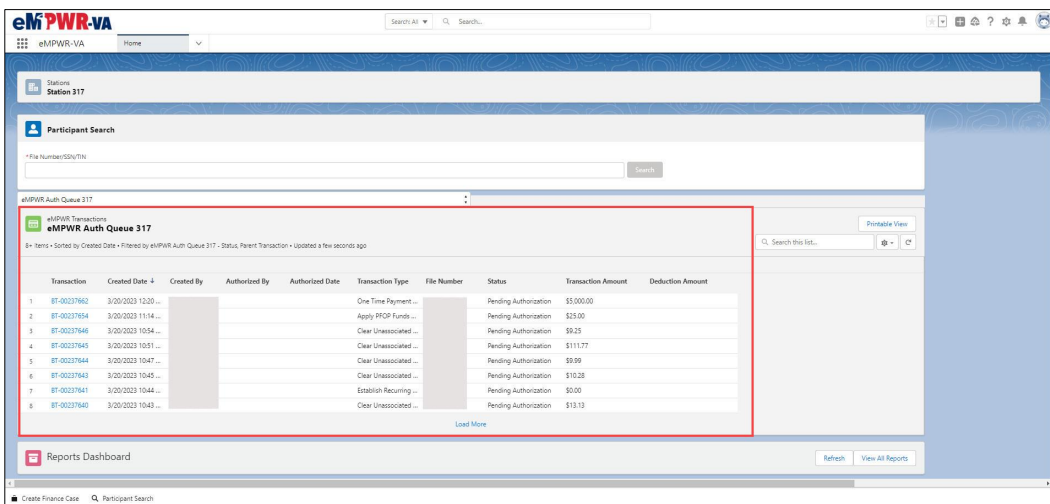


eMPWR-VA Authorization Queue

The Authorization Queue, also referred to as the **Auth Queue**, contains all transactions for a particular station that have been submitted for authorization. You must have rights to the station to view the Auth Queue, and you must have the access privileges to approve transactions that have been submitted for approval. You cannot authorize your own transactions.

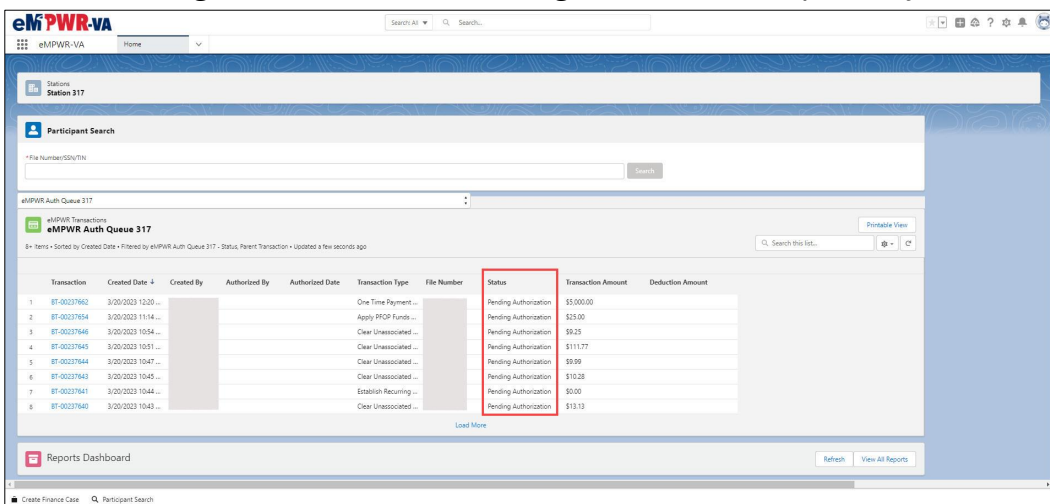
Step 1

View the **Authorization Queue** on the **Home** tab.



Step 2

View the **Status** of transactions to determine if any require authorization or concurrence (the status will be **Pending Authorization** or **Pending Concurrence** respectively).



Step 3

Select a transaction that has a status of **Pending Authorization** or **Pending Concurrence**. The transaction details will display.

The screenshot shows the eMPWR-VA interface. At the top, there's a search bar and navigation tabs. Below that, a 'Participant Search' section is visible. The main area displays a table of transactions under the heading 'eMPWR Auth Queue 317'. The table has columns for Transaction, Created Date, Created By, Authorized By, Authorized Date, Transaction Type, File Number, Status, Transaction Amount, and Deduction Amount. The first row is highlighted in red, showing a transaction with ID 'ET-00237602' and a status of 'Pending Authorization'.

Transaction	Created Date	Created By	Authorized By	Authorized Date	Transaction Type	File Number	Status	Transaction Amount	Deduction Amount
1 ET-00237602	3/20/2023 12:20				One Time Payment...		Pending Authorization	\$5,000.00	
2 ET-00237654	3/20/2023 11:14				Apply PPOF Funds...		Pending Authorization	\$25.00	
3 ET-00237646	3/20/2023 10:54				Clear Unassociated...		Pending Authorization	\$9.25	
4 ET-00237645	3/20/2023 10:51				Clear Unassociated...		Pending Authorization	\$111.77	
5 ET-00237644	3/20/2023 10:47				Clear Unassociated...		Pending Authorization	\$9.99	
6 ET-00237643	3/20/2023 10:45				Clear Unassociated...		Pending Authorization	\$10.28	
7 ET-00237641	3/20/2023 10:44				Establish Recurring...		Pending Authorization	\$0.00	
8 ET-00237640	3/20/2023 10:43				Clear Unassociated...		Pending Authorization	\$13.13	

Step 4

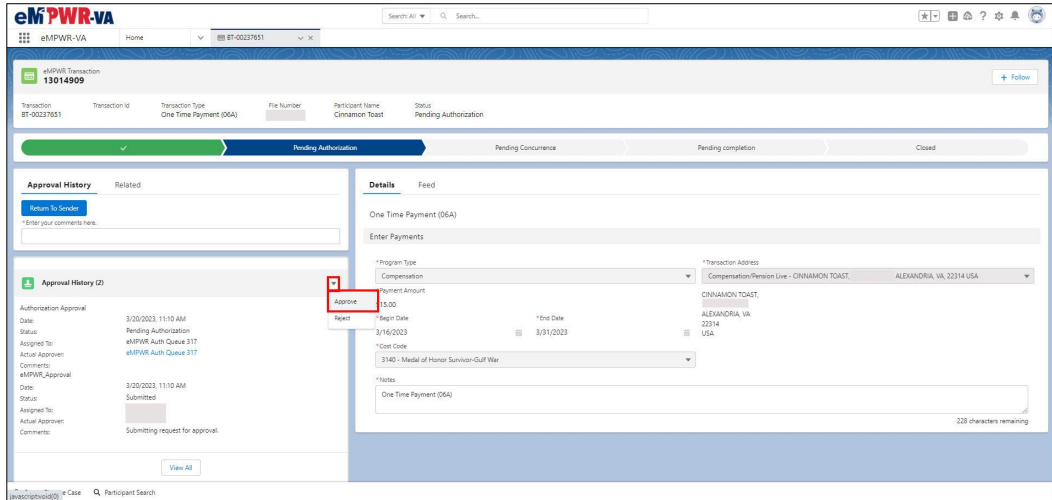
Review the transaction details.

The screenshot shows the detailed view of a transaction with ID '13014909'. The transaction type is 'One Time Payment (OEA)' and the status is 'Pending Authorization'. The participant name is 'Cinnamon Toast'. Below the transaction summary, there's a progress bar showing the stages: 'Pending Authorization' (active), 'Pending Concurrence', 'Pending completion', and 'Closed'. The 'Approval History' section shows a list of approvals, with the most recent one being 'Submitted' on 3/20/2023. The 'Details' section provides more information about the transaction, including the program type ('Compensation'), payment amount (\$15.00), and transaction address ('ALEXANDRIA, VA 22314 USA').

Step 5

Approve, Reject, or Return to Sender.

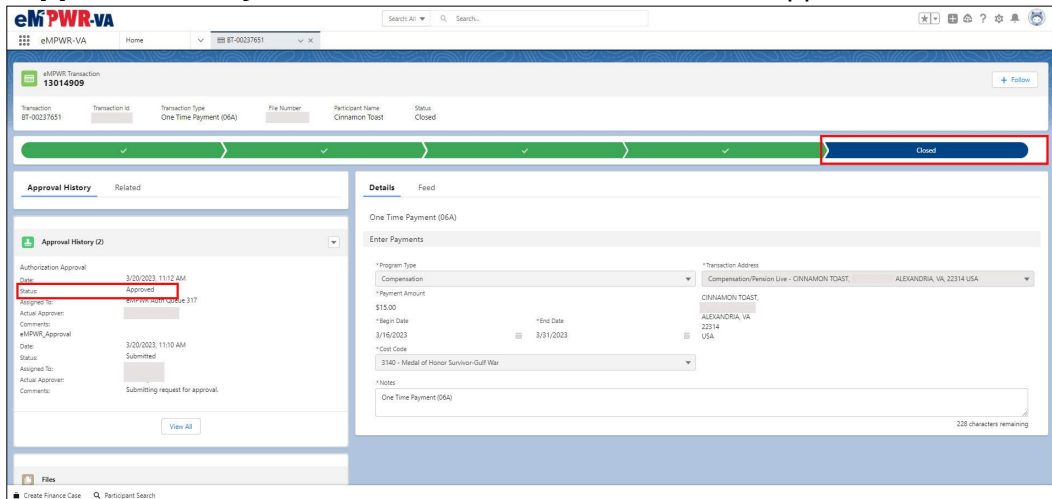
- 1) To approve the transaction, select **Approve** from the drop-down arrow next to **Approval History**.



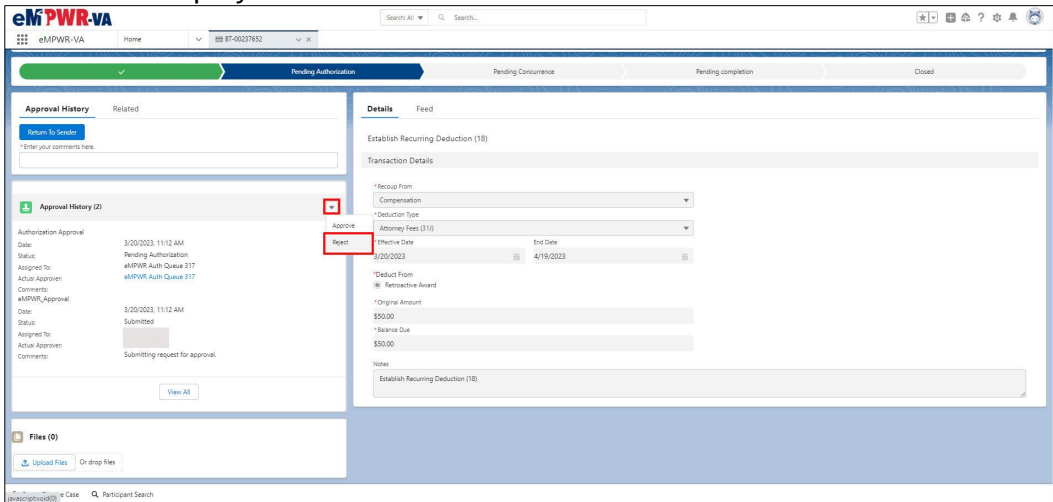
A green **Success** message will appear briefly at the top of the eMPWR-VA **Home** page letting you know that the transaction has been approved.



If you view the transaction details, the status bar will indicate that the transaction is closed, and the **Approval History** will indicate the transaction has been approved.

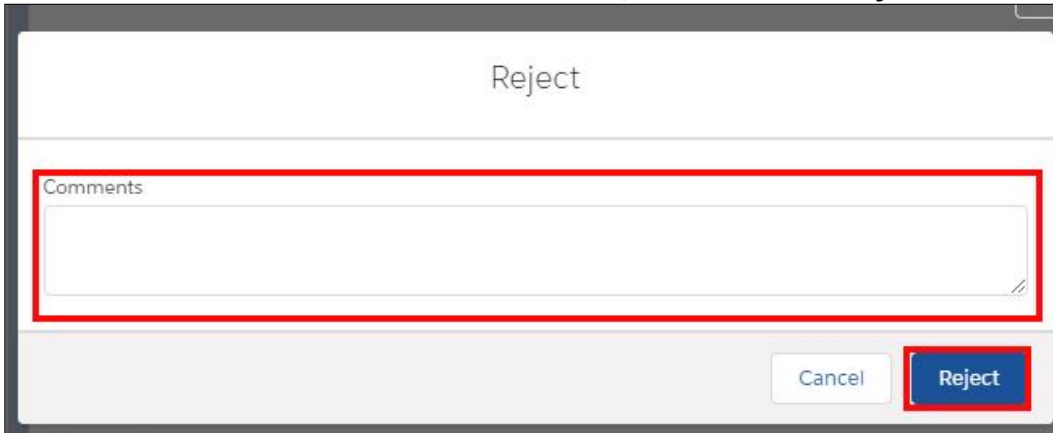


- 2) To reject the transaction and close it:
 - a. Select **Reject** from the drop-down arrow next to **Approval History**. A popup will display to enter comments.



Note: Once the transaction is rejected, it cannot be modified or resubmitted. A new transaction will need to be created and submitted.

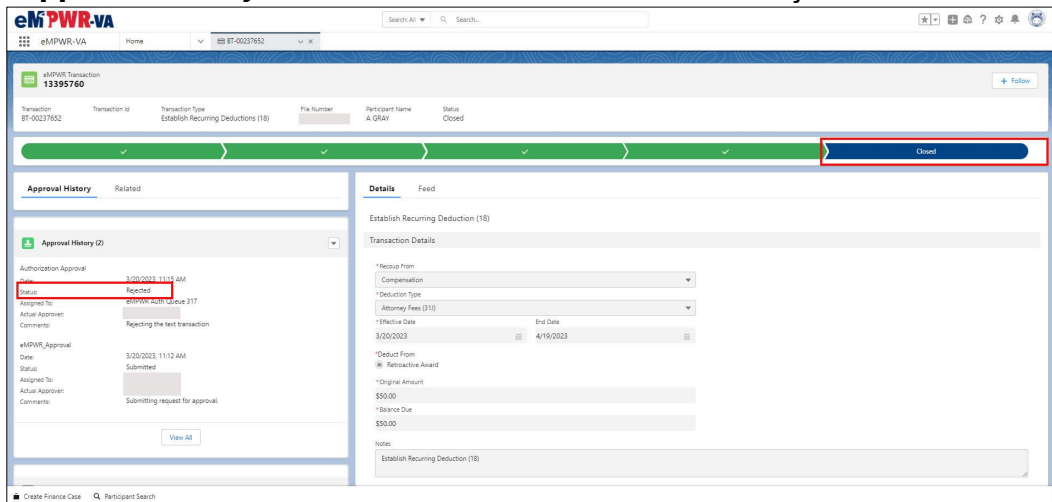
- b. Enter comments in the Comments field, then select the **Reject** button.



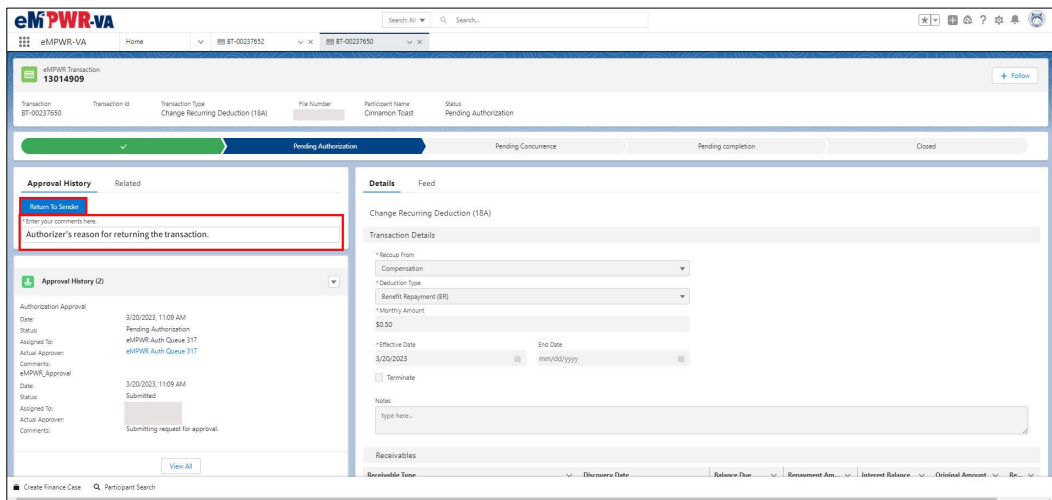
A green **Success** message will appear briefly at the top of the eMPWR-VA **Home** page letting you know that the transaction has been rejected.



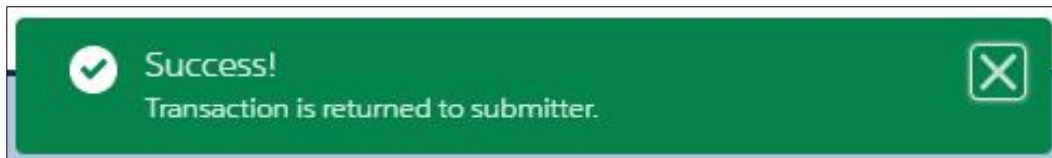
If you view the transaction details, the status bar will indicate that the transaction is closed, and the **Approval History** will indicate the transaction has been rejected.



- 3) To return the transaction to the user who submitted the transaction for additional actions, add comments in the **Enter your comments here** field, then select the **Return to Sender** button.



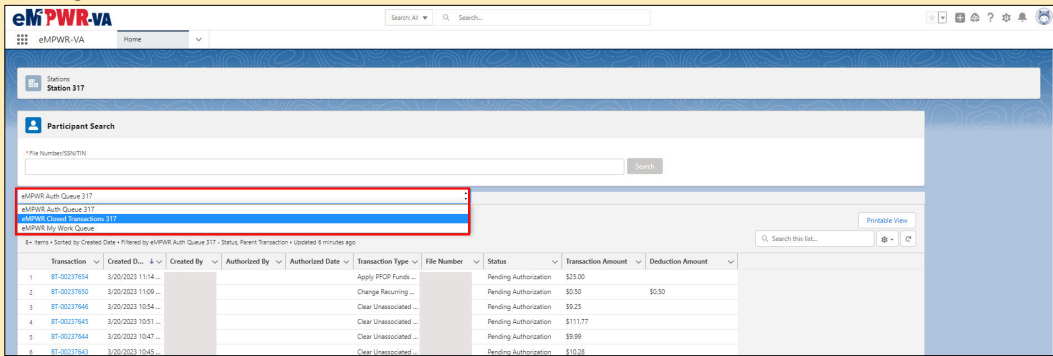
A green **Success** message will appear briefly at the top of the eMPWR-VA **Home** page letting you know that the transaction has been returned to the submitter.



Note: Some transactions require concurrence from an additional authorizer with approval authority (in transactions that create a payment of \$25K or more). The second authorizer will follow the same process to approve, reject, or return to sender.

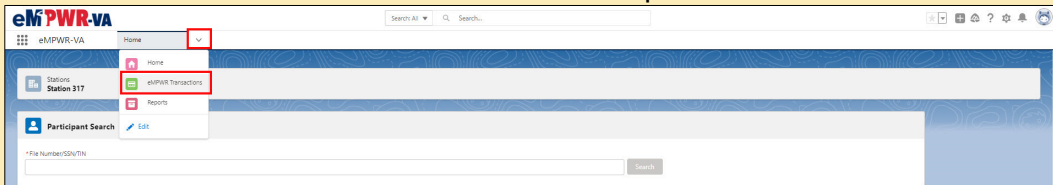
Note: Closed transactions can be found on the **eMPWR Closed Transactions** list. You can locate this list in eMPWR-VA in two ways:

Option 1: Select **eMPWR Closed Transactions** from the drop-down options in Auth Queue field on the **Home** screen..

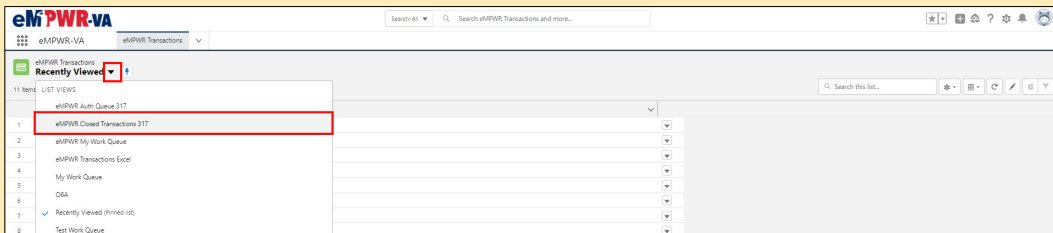


Option 2:

a. Select **eMPWR Transactions** from the drop-down list on the **Home** tab.



b. Select the drop-down arrow next to **Recently Viewed** and select **eMPWR Closed Transactions**.



Refer to the User Guide under the **User Guide** tab of this dashboard for further details related to authorizing transactions.