



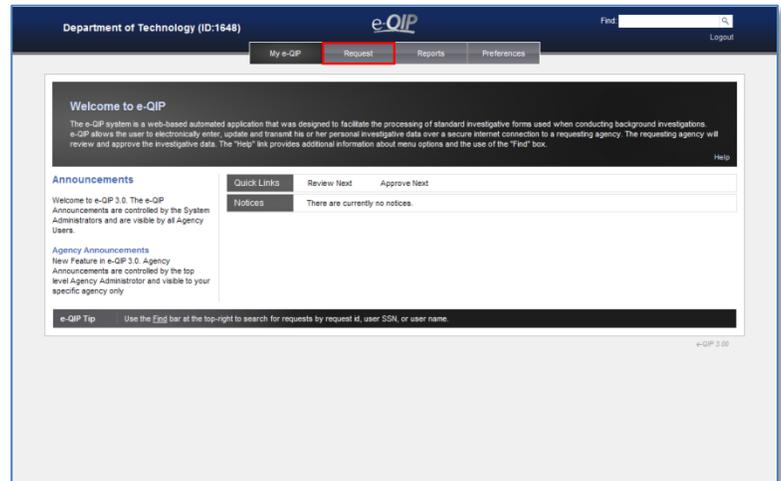
Approving a Request

For Approvers Only

Locate the Request: Assigned to Me

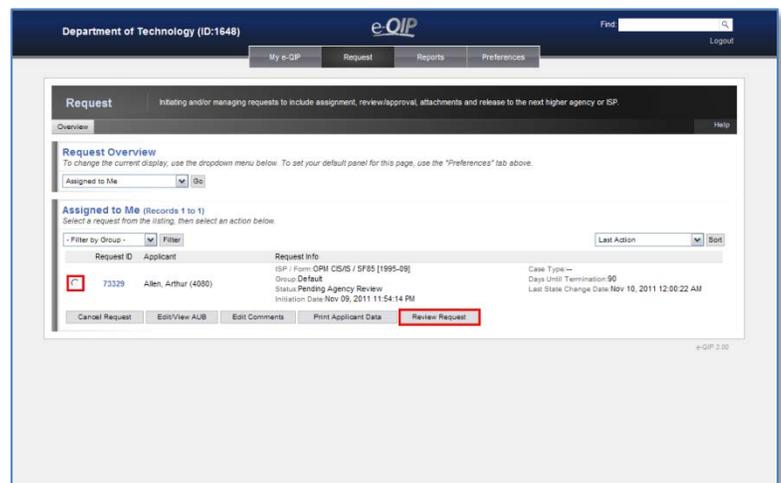
1. Navigate to the **Request Overview** screen by selecting **Request** in the top navigation bar

Note: From the **My e-QIP** page, you may also select the **Approve Next** quick link to go directly to the next request awaiting approval.



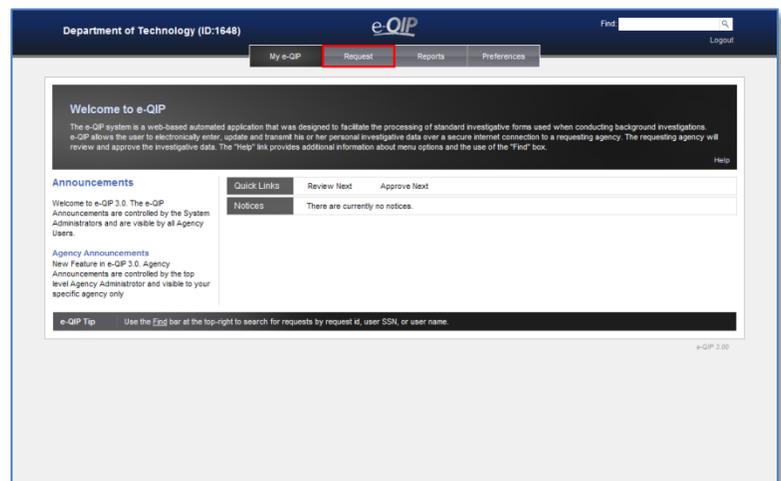
By default, the **Request Overview** page displays all requests assigned to you.

2. Select the radio button next to the request you wish to review and select **Review Request**
3. Continue with the **Review the Request** section below



Locate the Request: Unassigned

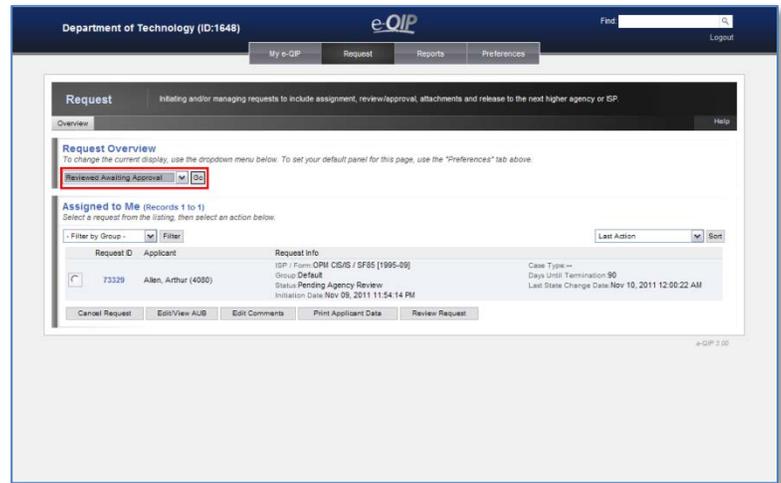
1. Navigate to the **Request Overview** page by selecting **Request** in the top navigation bar



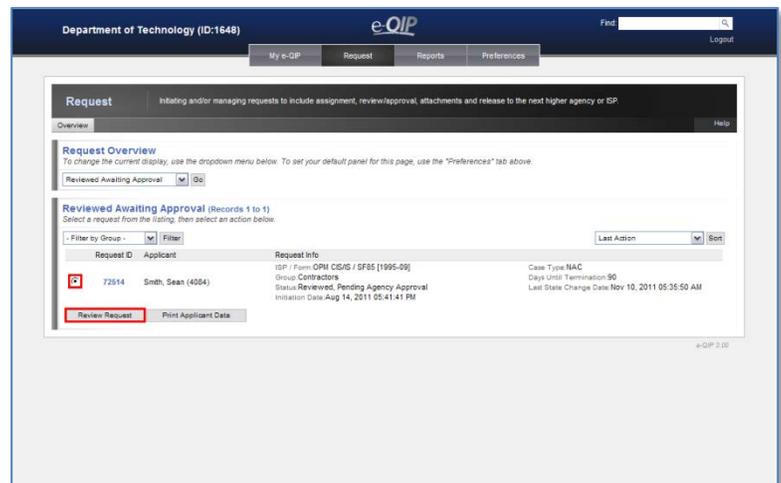


Approving a Request

2. Select **Reviewed Awaiting Approval** in the drop-down list box at the top of the page
3. Click the **Go** button



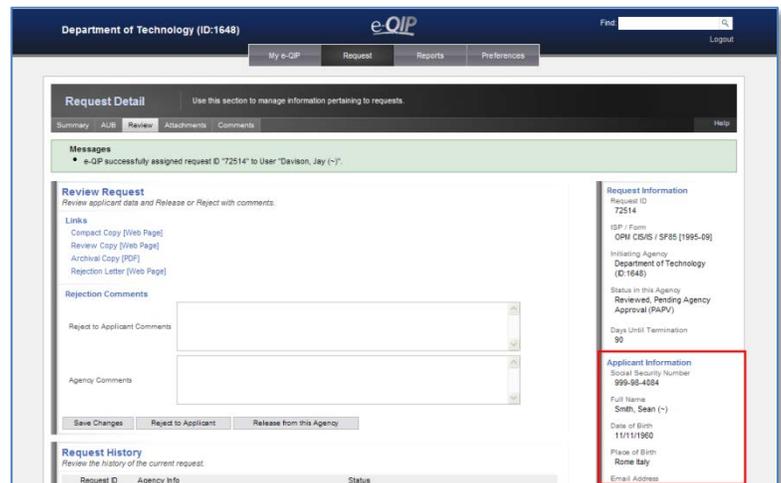
4. Select the radio button to the left of the request you wish to approve
 5. Select **Review Request**
- Note:** Taking this action automatically assigns the request to the approver and displays the **Review** screen.



Continue with the **Review the Request** section below.

Review the Request

1. Verify the information is on the correct applicant by reviewing the **Applicant Information** on the right side of the screen





Approving a Request

2. In the **Links** section, choose the format in which you would like to view the request:

- **Compact Copy** is the validated form, but in a format that is easier to review than the Archival Copy. It opens in a separate Internet browser window for review
- **Review Copy** is the Display version the applicant viewed prior to validating his/her responses. It also opens a separate Internet browser window
- **Archival Copy** is the official version which displays in .PDF format

Note: You may wish to create a secure folder for each applicant and save the Archival Copy along with the scanned attachments so the applicant information is in one place.

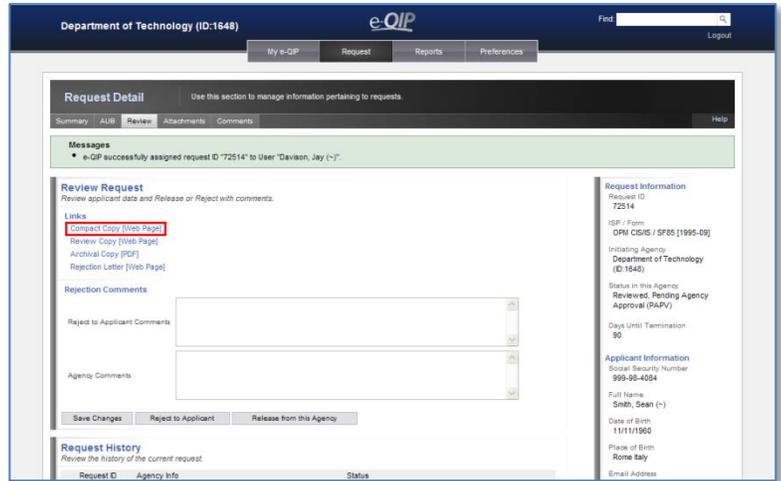
The screenshot displays the 'Request Detail' page for a user in the Department of Technology (ID:1648). The page is titled 'Request Detail' and includes a navigation bar with 'My e-QIP', 'Request', 'Reports', and 'Preferences'. A message at the top states: 'e-QIP successfully assigned request ID "72514" to User "Davison, Jay (-)".' The main content area is divided into several sections: 'Review Request' (with a sub-section 'Links' containing 'Compact Copy (Web Page)', 'Review Copy (Web Page)', and 'Archival Copy (PDF)'); 'Rejection Comments' (with a text input field); 'Agency Comments' (with a text input field); and 'Request Information' (with fields for Request ID, OIP Form, Initiating Agency, Status, Days Until Termination, Applicant Information, Full Name, Date of Birth, and Place of Birth). The 'Compact Copy (Web Page)' link is highlighted with a red box.



Approving a Request

3. Select the **Compact Copy [Web Page]** link

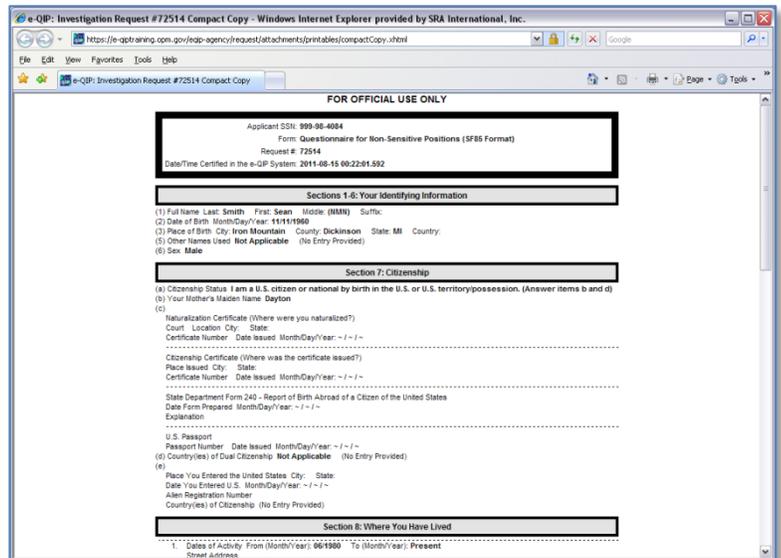
The form appears in a separate Internet browser window.



4. Review the request to be sure it contains:

- Correct, complete, and current information, with details provided where applicable
- Street addresses, for all required addresses – no PO Boxes
- Zip codes for each activity
- No time gaps
- Applicant's signature
- Completed agency use items

5. When finished, close the **Compact Copy** by clicking the window's **Close** button



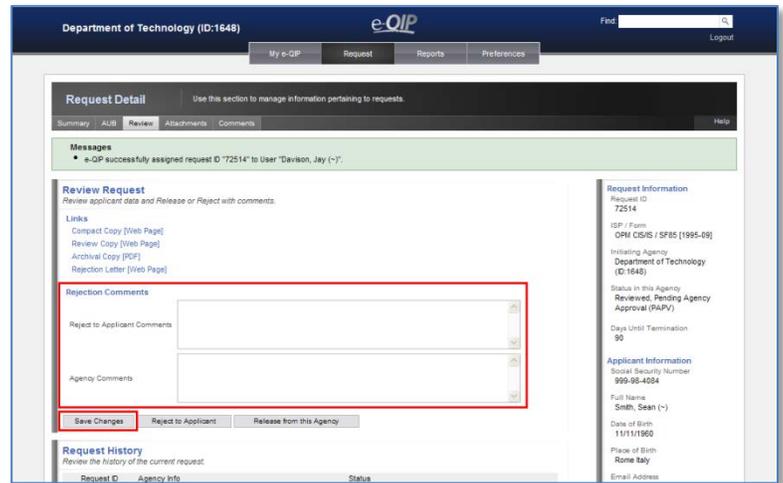


Approving a Request

Reject the Request Back to the Applicant or Child Agency

If information is incorrect or missing, you'll need to reject the request back to the applicant or child agency.

1. On the **Review** tab, type appropriate comments into the appropriate comments text box
 - Use **Reject to Applicant Comments** when rejecting back to the applicant. These comments will display when the applicant logs into e-QIP
 - Use **Agency Comments** when rejecting back to the child agency. These comments will display on the Review tab for the request
2. Select **Save Changes**





Approving a Request

3. If rejecting back to the applicant, generate a rejection letter by clicking the **Rejection Letter [Web Page]** link. Copy and paste the letter into a Word document or email. (See the job aid *Sending a Rejection Letter* for more information.)

4. Click the appropriate button to reject the request:

- Click **Reject to Applicant** to send the request back to the applicant
- Click **Reject to Child Agency** to send the request back to the submitting agency

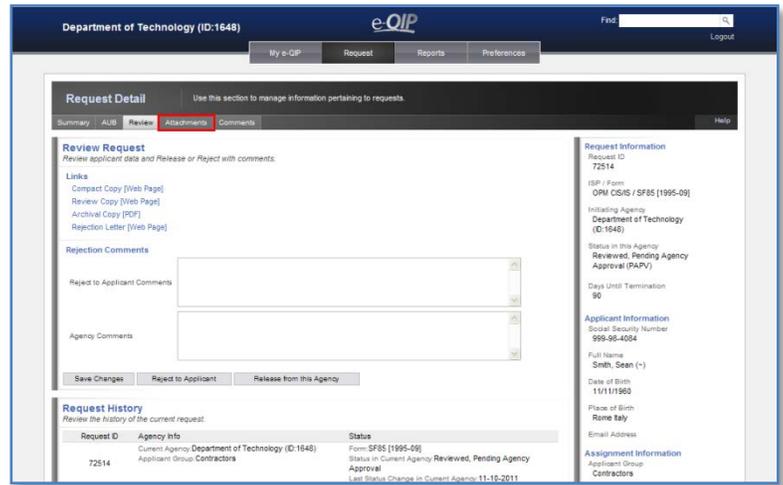
Note: The **Reject to Child Agency** button only displays if the request came from a child agency.

5. If rejecting back to the applicant, tell the applicant to re-access e-QIP, make the required corrections, answer the Yes/No questions again and print, sign, and reattach/upload new release pages

| Request ID | Agency Info | Status |
|------------|--|---|
| 72514 | Current Agency: Department of Technology (ID:1648) Applicant Group: Contractors | Form: SF85 (1995-09) Status in Current Agency: Reviewed, Pending Agency Approval Last Status Change in Current Agency: 11-10-2011 |

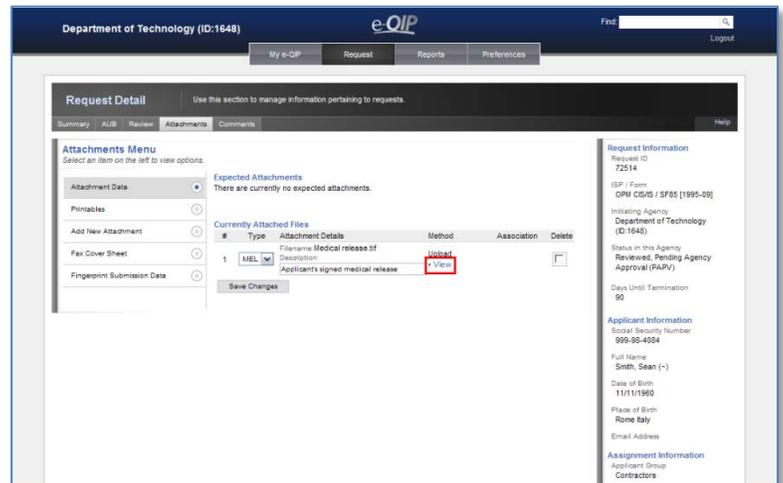
Add and Verify Attachments

1. Select **Attachments** in the **Request Detail** navigation bar
2. Add applicable attachments (see the job aid *Working with Attachments*)



For each attachment, verify the document is correct and legible.

3. Select the **View** link for the document you want to verify



4. Select **Open** in the **File Download** dialog box



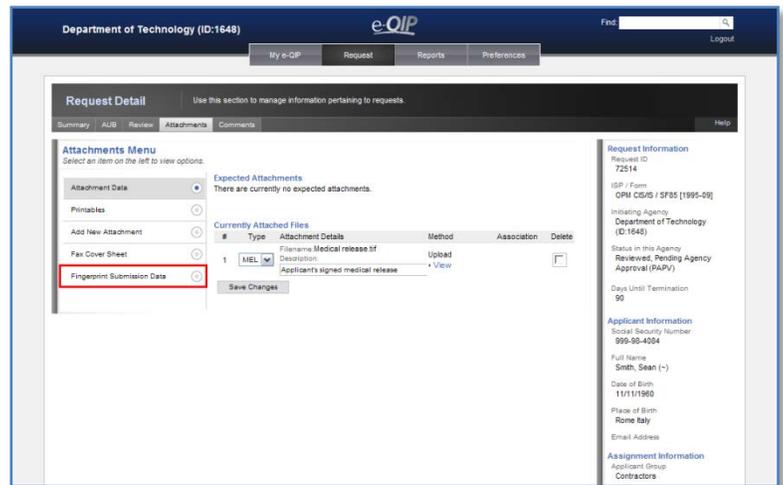


Approving a Request

5. The attachment opens in your default picture viewer. Validate that the attachment matches the request form, was signed and dated, and is legible
6. Select the viewer's **Close** button to return to e-QIP.

Handle Fingerprints

1. On the **Attachments Menu**, select the **Fingerprint Submission Data** radio button





Approving a Request

2. Select the appropriate option from the **Submission Type** drop-down list

Note: If fingerprints are **Agency Conducted**, scan and upload the results. Choose **ACN** from the **Document Type** drop-down list when uploading.

3. Select the appropriate option from the **Method of Transmission** drop-down list
4. Click **Save Fingerprint Information**

The screenshot shows the 'Request Detail' page for a Department of Technology (ID:1648) request. The 'Fingerprint Submission Data' section is active, showing two dropdown menus: 'Submission Type' and 'Method of Transmission', both set to 'Select An Option...'. A 'Save Fingerprint Information' button is located below these menus. The right sidebar contains request and applicant information.

Save the Request to Continue Later

1. Select the **Comments** button
2. Type comments as needed into the **Internal Agency Comments** field
3. Click **Save Comments**

Comments are saved. The request remains assigned to the current approver and in the *Reviewed Awaiting Agency Approval* status.

The screenshot shows the 'Request Detail' page with the 'Comments' tab selected. The 'Internal Agency Comments' text area is highlighted with a red box. Below it is the 'Save Comments' button, also highlighted with a red box. The right sidebar contains the same request and applicant information as the previous screenshot.



Approving a Request

Release the Request to the Investigation Service Provider (ISP)

1. Validate that all:
 - a. Required Agency Use Block (AUB) information has been completed
 - b. Appropriate documents have been attached
2. Select the **Review** button in the **Request Detail** navigation bar
3. Select **Release from this Agency**
The request is forwarded to the Investigation Service Provider (ISP).

Department of Technology (ID:1648) e-QIP Find [] Logout

My e-QIP Request Reports Preferences

Request Detail Use this section to manage information pertaining to requests.

Summary AUB **Review** Attachments Comments Help

Review Request
Review applicant data and Release or Reject with comments.

Links:
[Compact Copy \(Web Page\)](#)
[Review Copy \(Web Page\)](#)
[Archival Copy \(PDF\)](#)
[Rejection Letter \(Web Page\)](#)

Rejection Comments

Reject to Applicant Comments []

Agency Comments []

Save Changes Reject to Applicant **Release from this Agency**

Request History
Review the history of the current request.

| Request ID | Agency Info | Status |
|------------|--|--|
| 72514 | Current Agency Department of Technology (ID:1648) Applicant Group Contractors | Form SF85 (1995-09) Status in Current Agency Reviewed, Pending Agency Approval Last Status Change in Current Agency 11-10-2011 |

Request Information
Request ID: 72514
ISP / Form: OPM CSIS / SF85 (1995-09)
Initiating Agency: Department of Technology (ID:1648)
Status in this Agency: Reviewed, Pending Agency Approval (PAPV)
Days Until Termination: 90

Applicant Information
Social Security Number: 999-98-4084
Full Name: Smith, Sean (-)
Date of Birth: 11/11/1960
Place of Birth: Rome Italy
Email Address:

Assignment Information
Applicant Group: Contractors