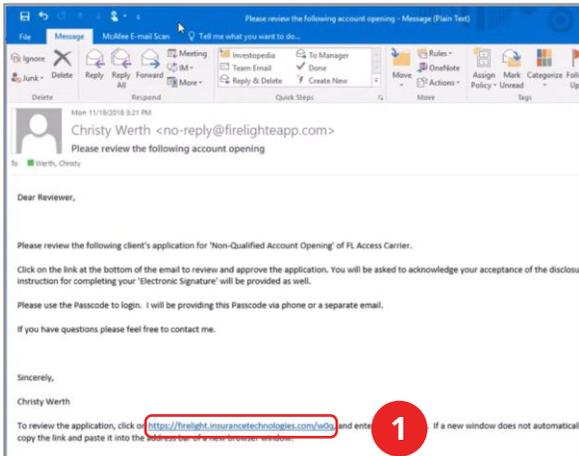


# Review Queue Process with Passcode

## REFERENCE GUIDE

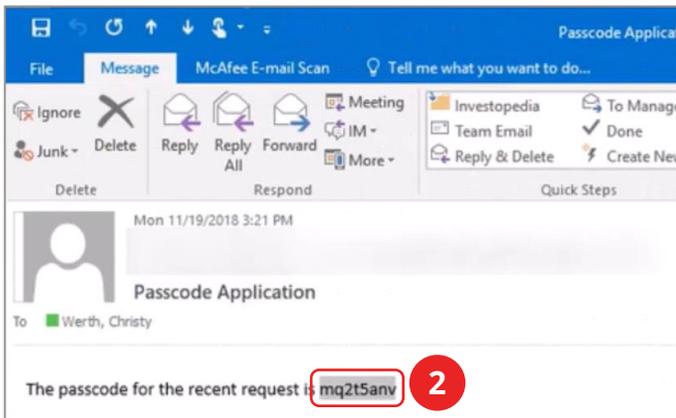
Depending on your organization's instance of Firelight and how Firelight is configured, the review queue process can occur in two different ways: with the required passcode or without a passcode. In this guide, we will learn about the review queue process with a passcode.



### 1. Application Link Email

Once an application is complete and submitted for review, the reviewer receives two separate emails. One email provides a unique URL link to the application. The reviewer needs to click the **URL Link**.

**Note:** After clicking the link, the reviewer is taken to a passcode login screen.

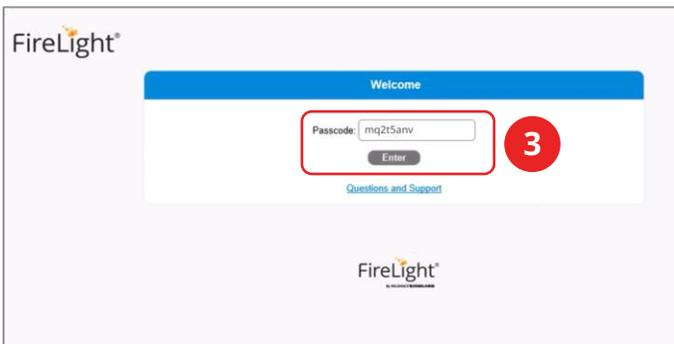


### 2. Passcode Email

The second email provides a onetime **passcode** which is required to log into the application.

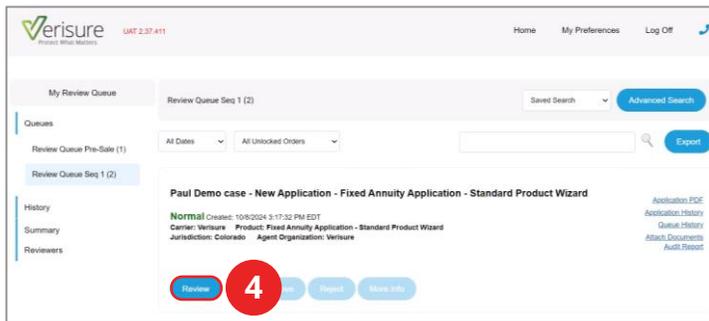
### 3. Passcode

Type in the **passcode** from the separate email, then click **Enter**.



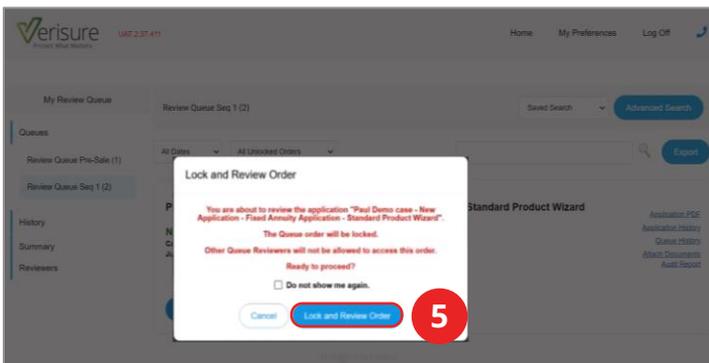
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### 4. Review

The review queue with the application appears. Click **Review** to begin the review process.



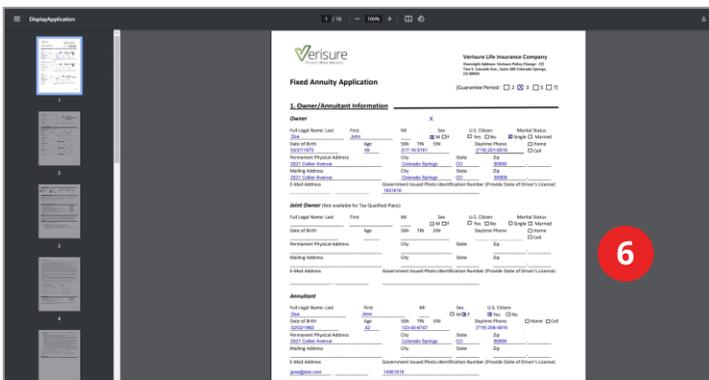
### 5. Lock and Review Order

Click the **Lock and Review Order** button to lock the application so other reviewers will not be able to access this application.

### 6. Review the Application

The application appears in a separate browser tab. Review the application and make sure everything is in good order.

Once you review the application, return to the FireLight Review Queue.



### 7. Move to Queue

You have the option to move the application to another review queue by clicking **Move to Queue**.

### 8. Unlock

You can click **Unlock** to make the application available to others for review or notes.

### 9. Approve

If ready, you can approve the application by clicking **Approve**.

### 10. Reject

You have the option to reject the application by clicking **Reject**.

### 11. More Info

To contact the agent for more information, click **More Info**.

### 12. Assign Reviewer

You can transfer the application to another reviewer by clicking **Assign Reviewer**.

