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.

No.				ig - Message (Plain Te	Ø	
File Message Model E-mail Scan V Tell Regioner Regiv Regiv Regive Re	Investopedia	So Signature Sig	1111	Mave	Assign Mark Policy - Unread	Categorize Fol
Mon 11/18/2018 3-21 PM Christy Werth <no-reply Please review the following acco</no-reply 	@firelighteap unt opening	op.com>				
Dear Reviewer,						
Click on the link at the bottom of the email to revie instruction for completion your "Electronic Signature	w and approve the a e' will be provided a	ant Opening of PL J application. You will s well.	be ask	arrier. id to acknowledge y	our acceptance	of the disclose
matrocourres completing your electronic alguardit						
Please use the Passcode to login. I will be providing	this Passcode via p	hone or a separate	email.			
Please use the Passcode to login. I will be providing If you have questions please feel free to contact me	this Passcode via p	hone or a separate	email.			
Please use the Passcode to login. I will be providing if you have questions please feel free to contact me sincerearch	this Passcode via p	hone or a separate	email,			
Please use the Passcode to login. I will be providing if you have questions please feel free to contact me Sincerely, Christy Werth	this Passcode via p	hone or a separate	email.			

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.**

	incoreg	-	iconice contain a	ean ê ren	The what you want to t	
戻 Ignore	Delete	Reply	Reply Forwa	Meeting GO IM - rd More -	Investopedia Team Email Reply & Delete	 Gamma To Manag ✓ Done ✓ Create Ne
Delet	te		Respon	d	Qui	ck Steps
	M	on 11/19/	2018 3:21 PM			
	Pa	isscode	e Applicatio	n		
To Mar	th. Christy					

FireLight	
	Welcome
	Passode: mq2t5anv Enter Questions and Support
	FireLight

hexure

Review Queue Process with Passcode

REFERENCE GUIDE





Image: Construction of the co



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**.