

Approving and Rejecting Tasks

1.	Click on the My Tasks icon (if necessary).
2.	View the task by double clicking the task you wish to complete. <ul style="list-style-type: none">a. <i>To Approve the Task</i><ul style="list-style-type: none">○ Input your EAS password.○ Enter comments, if you wish.○ Click the Complete command button.○ The task will be removed from your My Tasks list.b. <i>To Reject the Task</i><ul style="list-style-type: none">○ Input your EAS password.○ Enter a comment (required) to describe the reason for rejecting the task.○ Click the Reject command button.
For more information about how to review the contract and contract information before approving or rejecting a task, refer to the <i>Comparison Chart – Contract Review</i> job aid.	