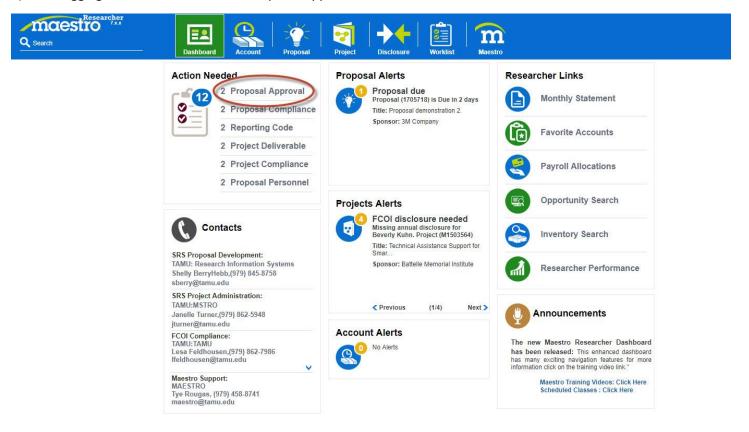


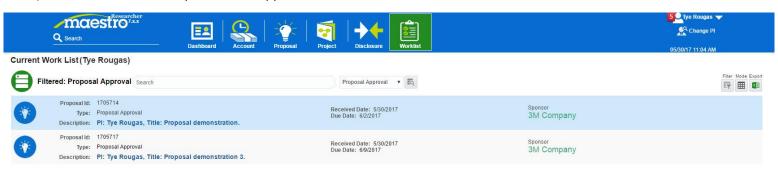
HOW TO APPROVE A PROPOSAL

For Video Instructions click HERE

1) After logging in to Maestro, click on "Proposal Approval" under the Action Needed tab:

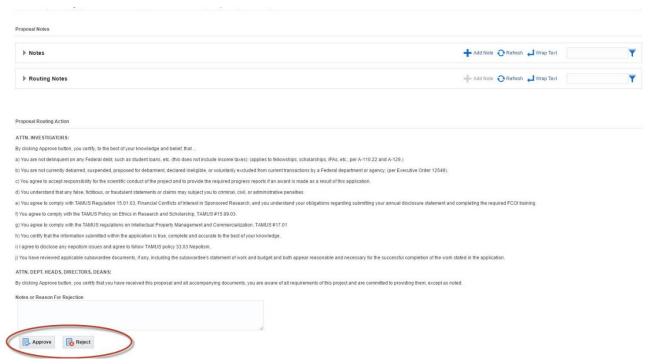


2) Then on the document you want to approve:

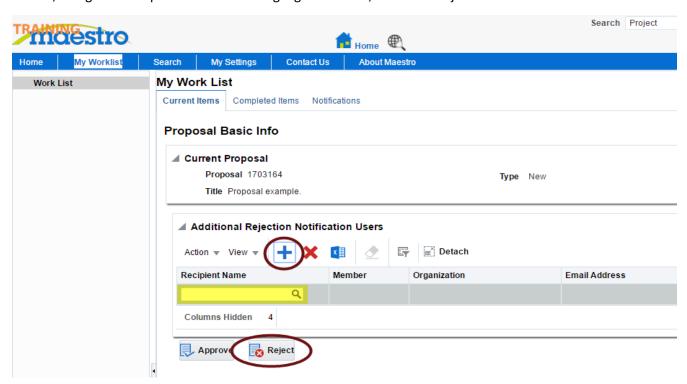


3) Scroll all the way down to review, then click Approve or provide reason for rejection before clicking Reject:





4) If you choose to click Reject, you may also add a person to be informed about the rejection by clicking the Create button, filling in the required information highlighted below, then click Reject:





If you have any questions or comments, please use the contact information provided on the lower left portion of the Portal screen.

