Special Consultant Pay Request Application

**Role: Funding Source Manager**

**Action: Certify Pay Request**

1. Click on link from email OR log into application and click **Certify Pay Request**

   ![Toolbox]

   - Home
   - Add Pay Commitment
   - Approve Special Consultant (1)
   - Certify Pay Request (2)

2. Click **Select**

3. Check appropriate work dates or select all

4. Click **Approve Selected Dates** or **Reject Selected Dates**, as necessary.

   **Optional Comments for Approval or Rejection** *(Maximum length is 500 characters)*

   *Comments will be applied to each date selected.*

   ![Comment Input Field]

   ![Approve Selected Dates] ![Reject Selected Dates]