Special Consultant Pay Request Application

Role: Funding Source Manager
Action: Select Special Consultants

1. Click on link from email OR log into application and click Select Special Consultants

2. Select Commitment # from list

3. Edit or add Scope of Work and click ‘Update’

4. Begin selecting through Click Here to Search

5. Follow directions to Select Special Consultant(s)
6. Click Submit

7. Follow directions to Manage Special Consultant(s)
8. Click Submit
   a. An email will be sent to Authorized Approver to approve this project