

# Work Instruction Document Control Group Receive BFE Publication Affidavit

### **Purpose**

This work instruction is used to outline the process conducted by the Document Control Group of entering the final dates that the BFE changes were published in a local newspaper.

The steps include:

- Enter date affidavit was received
- Enter the final dates that the BFEs were published
- Enter the Appeal/Protest Period End Date

# **Prerequisites**

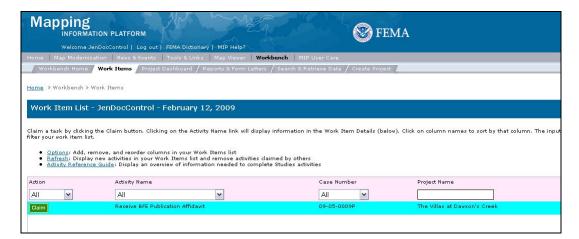
• Distribute Determination activity is complete

## **Navigation**

Via Menu Path	Log in to the MIP → Workbench → Work Items →
	and
	Claim → Receive BFE Publication Affidavit



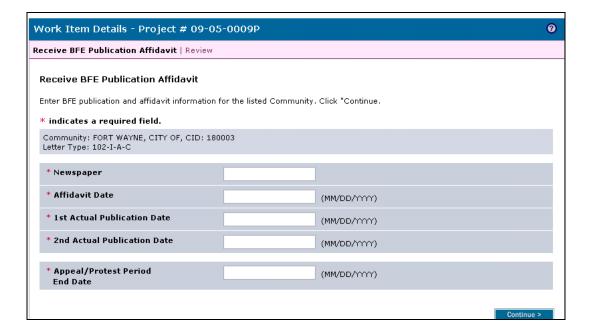
### **Work Steps**





Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

- 1. Click on: Claim to claim the activity
- 2. Click on: Receive BFE Publication Affidavit to enter the Receive BFE Publication Affidavit





At any time, the user may click the ? to see helpful hints regarding this screen.

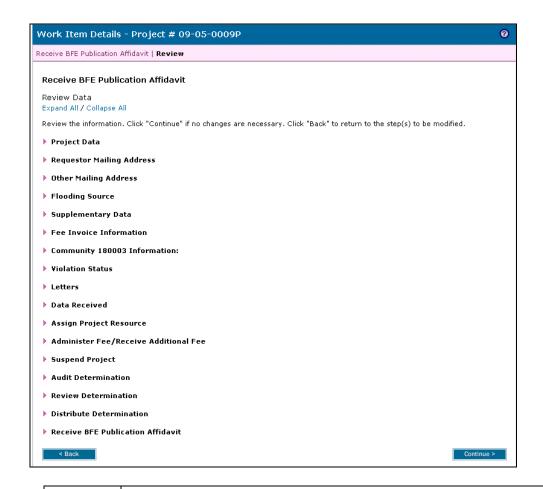


- 3. Click to enter Newspaper
- 4. Click to enter Affidavit Date in MM/DD/YYYY format
- 5. Click to enter 1st Actual Publication Date in MM/DD/YYYY format
- **6.** Click to enter 2nd Actual Publication Date in MM/DD/YYYY format



The Appeal/Protest Period End Date should be 90 days from the 2nd Actual Publication Date.

- 7. Click to enter Appeal/Protest Period End Date in MM/DD/YYYY format
- 8. Click on: Continue > to move to the Review screen

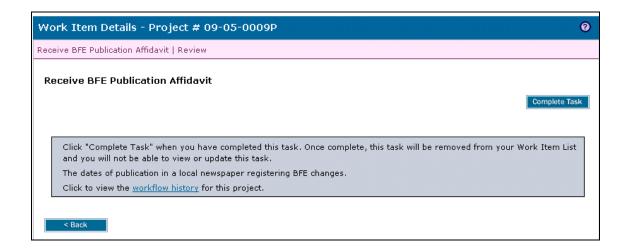




On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.

9. Review the information and click to advance to Complete Task







Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

10. Click on: Complete Task to complete activity

### Results

The next activity for the Task Lead is Receive Appeal or Protest.

Last updated: March 2009