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 |

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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](image) to claim the activity

2. Click on: ![Receive BFE Publication Affidavit](image) 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 Continue > to advance to Complete Task
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