Purpose

This work instruction is used to outline the process in which the Task Lead accepts or rejects the appeal or protest in coordination with FEMA. This activity only applies to revision cases where an appeal or protest was received and will not appear if an appeal or protest was not entered in the Receive Appeal or Protest activity previously completed by Document Control.

Prerequisites

- Project received an Appeal or Protest
- The Receive Appeal or Protest activity is complete

Navigation

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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: ![Resolve Appeal or Protest](image) to enter the Resolve Appeal or Protest activity

3. Click to enter Resolution Summary

4. Click the Review Result dropdown box to make a selection
5. 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 link to show all data fields and information entered.

6. Review the information and click **Continue >** 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.

7. Click on: Complete Task to complete activity

Results

The next activity is Review Appeal or Protest conducted by the FEMA Revision Lead.

Last updated: March 2009