

Purpose

The purpose of this work instruction is to show how to enter a signature and attach a signed FSA-211 to an FSA Power of Attorney within Business Partner.

Trigger

Perform this procedure when a completed and signed FSA-211 is presented by the customer.

Prerequisites

- A FSA- Power of Attorney must be "In Creation" status within Business Partner Representative Capacity.
- A signed FSA-211 is required before saving the FSA Power of Attorney with the status Active.
- In the case where the Cusomer granting the Power of Attorney is an organization, the individuals who can sign for the organization must be documented in the organization's customer record in the Member Signatures assignment block.

Helpful Hints

- Attaching the signed FSA-211 to the FSA Power of Attorney record is not required however, the functionality is available in Business Partner.
- "xxxx" within a document represents a variable, which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

Note type	Icon	Description
A general note of information	f	This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.



A cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that should be started and is related to the procedure.
A critical note	\bigotimes	Use this note to specify something that MUST NOT be done during the procedure.
Contact someone	C	Use this icon to specify to the end- user the need to initiate a communication within the organization due to an event in the procedure.
A reference is available		Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.

BP_Signature_and_Attachments_for_FSA_Power_of_Attorney_en-US



Procedure

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1.			

Click Business Partner button

Business Partner to go to the Accounts page.



Accounts

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2. Click the Search Customers/Contacts label Search Customers/Contacts to go to the Search Customer page.



Search: Customers

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3. As required, complete/review the following fields:

Field	R/O/C	Description
Business Name	R	Business Partner name for corporation, LLC, general partnership, etc.
		Example: BC*



We are using the Wild Card * as part of our search criteria.



Search: Customers

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4. Click the Search button Search to display the search results of the Business Name.



Search: Customers

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5. Click the Common Customer Name from the Result List BC FARMS INC <u>BC FARMS INC</u> to go to the Customer page.



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	Edit	

6. Click Edit button is related to the Power of Attorney for MILDRED H HARRIS that is "In Creation" in the Representative Capacity assignment block, to go to the FSA Power of Attorney page.



You may have to Scroll to view the Representative Capacity assignment block.



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Customer: BC FARMS INC FSA Power of Attorney

7. Scroll to the **Signatures** assignment block.

Customer: BC FARMS INC FSA Power of Attorney

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8. Click New button in the Signatures assignment block to open the signature fields, to record the authorized signature details.

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9. Click the Partner ID Open Input Help icon [□] to go to the Search Criteria window.



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Search Criteria

10. As required, complete/review the following fields:

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First Name	R	Business Partner's First Name
		Example: J*
Last Name	R	Business Partner's Last Name
		Example: Taylor



Search Criteria										Hide S	earch Field
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Search Criteria

11. Click the Search button Search to display the search results.



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Search Criteria

12. Click the **Common Customer Name** from the Result List JOHN E TAYLOR JOHN E TAYLOR to select the customer.



John E Taylor is a member of BC Farms Inc and has signature authority for the organization.



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Customer: BC FARMS INC FSA Power of Attorney

13. Click the Select Date button 🖻 in the Signature Date column to go to the date selection calendar.



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Customer: BC FARMS INC FSA Power of Attorney

14. Click the date (April 11, 2013 11) the FSA 211 was signed.

Customer: BC FARMS INC FSA Power of Attorney

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15. Click Witnessed dropdown icon to display the list of options.

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16. Click the appropriate **Witnessed** option for the FSA 211 Notarized Notarized



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Customer: BC FARMS INC FSA Power of Attorney

17.

Scroll to the Attorney in Fact General Data assignment block.

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19. Click Active Active

from the selection list.

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20. Click the **Expand message area** button (1) to display notifications.



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21. Click the **Select Date** button in the Effective Date field.

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Business Partner	Full Name:	MILDRED H HARRIS	Status:	Active	▲ April 2013
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	County:	RUSH	Cancelled/Revoked Reason:		14 1 2 3 4 5 6 7
Product Master	Address:	1445 W 650 N	Source:	SAP	10 0 0 10 11 12 13 14 16 15 16 17 18 19 20 21
Recent Items	Receiving Office:	SHELBY - IN COUNTY OFFICE			17 22 23 24 25 26 27 28
BC FARMS INC MILDRED H HARRIS MICHAEL OLSON 140210 24-021-5752 222219 24-021-3810	Attach Document:	@Attach			18 29 30 1 2 3 4 5
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22. Click the Effective Date from the Calendar.

You must re-enter the effective date when you change the Status from "In Creation" to "Active".



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23. Click Collapse message area button 🕅 to close notifications.

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24. Click Attach Document button Attach to go to the Attachment window.

Attachment of the signed FSA-211 to the FSA Power of Attorney record is optional. Whether the document is attached in Business Partner or not, a signed FSA-211 is required before the power of attorney will be active.



Attachment

earch Document	
Document from Content Management:	D
Attach as Link:	
pload Document From Local Hard Di	sk
pload Document From Local Hard Di Name:	sk FSAPOA_20130416_8000006747_80000
pload Document From Local Hard Di Name: Description:	sk FSAPOA_20130416_8000006747_80000

25. Click the **Browse** button **Browse** to go to the Choose File to Upload window.

Choose File to Upload

Choose File to l	Upload	? 🗙
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26. Click the customer's signed FSA-211 Signed FSA POA for BC FarmInc.pdf F5-211 BC Farms Inc that was scanned and signed.

Choose File to	Upload			? 🗙
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27. Click Or	ben button	Open to go to the	ne Attachment win	dow.

Choose File to Upload



Attachment

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28. Click **Attach** button **Attach** to complete the Attachment of the FSA-211 to the FSA Power of Attorney record in Business Partner.

Customer: BC FARMS INC

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Worklist	Attorney-In-Fact:	8000015875	Effective Date:*	04-16-2013		7	
Business Partner	Full Name:	MILDRED H HARRIS	Status:	Active		-	
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29. Click Expand message area button **1** (1) to display notifications.



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Business Partner	Full Name:	MILDRED H HARRIS	Status:	Active		-	
Farm Records	State:	IN	Revoked/Cancelled Date:*	12-31-9999			
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30. Click the **Save & Back** button Save & Back to go to the Submit Power of Attorney window.

Submit Relationship

Is all the data displayed complete and accurate? Active representative capacity data cannot be modified after it is submitted. It can only be revoked. Are you sure you wish to continue?	nplete and accurate? Active representative capaci r it is submitted. It can only be revoked. Are you s you wish to continue?	ve capacity Are you sure
Yes No	Yes No	

31. Click the **Yes** button **Yes** to save the FSA Power of Attorney after it is verified complete and accurate, and to go to the Customer Representative Capacity page.



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	Member	Share History									
	Hier	archy Node	Description	Valid From	Valid To	S	hare Percentage	Account share Sta	Determination Date	Position Title Name	
	No re	sult found									-

32. Click **MILDRED H HARRIS** link **MILDRED H HARRIS** to go to the Customer page.

The FSA Power of Attorney Status now reflects active.

Customer: MILDRED H HARRIS

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	Actions	Туре	Business Partner	Status		Effective Date	Revoked/Canc
	۵	Is FSA Attorney in Fact	BC FARMS INC	Active		04/16/2013	12/31/9999
	Program Participation Associated Counties						
	Edit						
	Actions	Customer Type	Organization Name	C	General Program Interest	Current Participant	

33. Click **Home** button

to return to the Home Screen.



Here you can review that Mildred H Harris is the Attorney in Fact for BC Farms. This relationship cannot be edited from this record.

Home

BP_Signature_and_Attachments_for_FSA_Power_of_Attorney_en-US



Result

You have activated an FSA Power of Attorney and attached the signed document in the system.

BP_Signature_and_Attachments_for_FSA_Power_of_Attorney_en-US



Next Steps

You have %s.