

\$GMXQFW 5HDSSRLQWPHQW 3URFHVV

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3XUSRVKH SXUSRVH RI WKLW SURFHGXUH LQJWWKSHU RYHIGS\$DLQWLP  
RI \$GMXQFWV \$GMXQFWV DUH FXUUHQWQW DSSBHQWPHQH QGUH GD  
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SUHYHQW D EUHDN LQ DSSRLQWPHQW WHUPV ,I DQ \$GMXQFWTV  
WKH UHDSSRLQWPHQW SURFHVV WKH\ ZIXCEP EW UHMTXILUHG μQRH

7KH VFUHHQ EHORZ ZLOO DSSHDU 7KW DSSRUHQW HODV XHQI GLD  
WKH \$GMXQFW 9DOKH EH [[[LWK WKH \HDU \HDUV IURP WK  
\HDU YDOXH \$OO FXUUHQW DSSRLQWPHQW ZLOO EHKPBYHRSUA  
QHZ YDOXH GDWH ZLOO DORZHM DSSRUHQW \$GMXQFW EHORZ K  
YDOXH RI 7KH QHZ YDOXH ZRZDGH \$Q DGMXQFW  
UHDSSRLQWPHQW FDQQRW EH FRPSOHWHG IRU DQ DGMXQFW Z



5HWXUQLQJ DQ (3\$) FWRURQ & DWUWKH 2ULJLQDWRU

7R FRUUHFW D VXEPLWWHG (3\$) \RX PXVWQDWRDWRW6K WPKDU (3\$) RQD  
WKH μ+LVWRU\¶ WDE 7KH OLVW R X W O D Q V B R Q W L R X E P I Z W O G H O S S W E  
FROXPQ KHDGLQJV LW ZLOO VRUWQ W W H K O L W W D I Q Q / D W K H L R Q G D H O U G F K  
HPSOR\HH QDPH 7KH (3\$) 3UHYLHZ V F U D S S O H D R U W K O L W N D R Q Q / D 5 H W W E  
&RUUHFWRURQ¶ DQG WKH WUDQVDFW W R Q J L V U H W X U Q H G W R \ R X W

<RX PD\ QRZ FOLFN μ8SGDWH¶ DQG SURLFRHG D K H G E R R X I D W R H P D H N H  
VXEPLW WKH FRUUHFWRURQV FOLFN μ6XEPLW¶

<RX FDQ RQO\ PDNH FRUUHFWRURQ E H W G D S S (3\$) G W W R W % D D  
2QFH DSSOLHG D QHZ (3\$) PXVW EH V X H E O H W W H G L I D F R U U H F W L

6HWWLQJ XS (3\$) 'HIDXOW 5RXWLQJ 4XHXHV

(3\$) V DUH P R Y H G I U R P R Q H D S S U R Y D O \$ S I S W R Y W G 5 R X W L Q J U 4 X H X H  
(3\$) KDV LWV RZQ URXWLQJ SURFHVV : Z H Q O R X H F G H W R W I G H V L J Q D  
\$SSURYDO 4XHXH HDFK WLPH 7R V D Y H W H E B L D Q G D Q O (3\$) Q D R V W K A  
ZURQJ SHUVRQ \RX VKRXOG VHW XS DLQ H I D X O W 5 R X W L Q J \$ S S U R Y D O  
ZLOO DXWRPDWLFDOO\ SRSXODWH Z H W X O W H X V H U V \ R X V S H F L I \

7R VHW XS WKH 'HIDXOW 5RXWLQJ 4XHXH & H O L F N W R W K H (3\$) D X R O  
5RXWLQJ 4XHXH¶ OLQN DW WKH ERWWRP



\$Q 3(3\$) 'HIDXOW 5RXWLQJ 4XHXH' VFUHHQ ZLOO DSSHU

Select the EPAF from the drop-down list  
and click "Go"

Click on the Magnifying Glass in each level  
to select the appropriate person

6HOHFW WKH (3\$) \$SSURYDO & DWHJRU\$ G M X R F W K H 5 H O U S S R I G R V Z P  
FO L F N Q Q G W K H \$ S S U R Y D O 4 X H X H Z L O O S R S U X O V K D W Z ( 3 \$ ) K W K H

)RU HDFK \$SSURYDO00DHYHLOLEOLOLONWVHR μ8VHU 1DPH¶ WR JHW  
SHRSOH DVVLJQHG WR WKDW DSSURYDROI OVKYH DSS:UKRYHUR KRIL Q  
GHSDUWPHQW FOLFN WKH μ6HOHFW¶ EKXVWBRQODDSSRYBOW@H  
KDYH XVHU QDPHV DVVRFLDWHG ZLWK WKH¶ FOLFN μ6DYH DQ

\$SULO