Step 1: Access the form via your email notification

✓ Click on the link to the form in your email message

**Transactions can also be accessed via FASA Dashboard page:
- Log into the FASA dashboard at https://fasa.stanford.edu
- Find the transactions listed in the dashboard
- Click on the faculty name with embedded link

✓ Link will open to the Transaction Summary review page

Step 2: Review the transaction summary information

✓ Review the information on the transaction summary page for accuracy

✓ To view transaction Comments or Attachments scroll to the bottom of the page to find those sections

✓ To complete your review click the Approve or Deny button

Click on the View/Edit Transaction Detail button for full transaction details or to modify or return the transaction, add approver or comments.