

EPAF Quick Guide

Setting up and acting as a Proxy

Every Approver must have at least one Proxy, and that Proxy must have completed EPAF training.

Setting Up a Proxy

1. Log into **BengalWeb** and click on **Employees** (left), then **EPAFs**.
2. In the **EPAF Resources** portlet, click on **EPAF Proxy Records**.
3. Click on the arrow to see all the approval levels you have. Select the one you want to assign a proxy to and click **Go**.
4. Click the arrow to see a list of all EPAF users (not all can be proxies). Select your proxy from the list, then check **Add** and click on the **Save** button.



Acting as a Proxy

1. Log into **BengalWeb** and click on **Employees** (left), then **EPAFs**.
2. In the **EPAF Resources** portlet, click on **Act as a Proxy**.
3. Select the person you will be proxy for and click **Go**.
4. You will see all the approvals that are awaiting action. Follow the instructions in **Approving an EPAF** handout to Approve, Deny, or Return these requests.

