

Viewing Approvals

Reviewing an Approved PAE:

- Enter in the PAE Control Number in the PAE Search Box.
- Click on the PAE Control Number (also Item ID Number).
- **Click on the “Request Info” tab (located halfway down the page) to review the following information:**
 - State
 - Current Status
 - Approval Reason
 - Approved Effective Date
 - Approved End Date
- **Click on the “Related Items” tab, on the far right of the ribbon.**
 - Click on the “Generated Attachments” tab.
 - Click on the Approval Letter or any other letter you wish to review.
 - In order to print the letter scroll to the bottom of the letter under attachments and click on the name of the letter.
 - Print the letter.