

# How To Complete a User Task

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Click on the red oval at the top right of the screen. You will see the user task(s) listed.

To complete a user task, click on the user task button on the right-hand side of a specific line item.

A pop-up window will appear containing the user task request. You will need to verify, update, or change the information in the window.

To complete the user task, click the green button at the bottom of the pop-up window to submit the information.

Some user tasks will require follow up steps, such as entering a verification code that was emailed to you. Please make sure to complete all steps for a user task as requested.

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