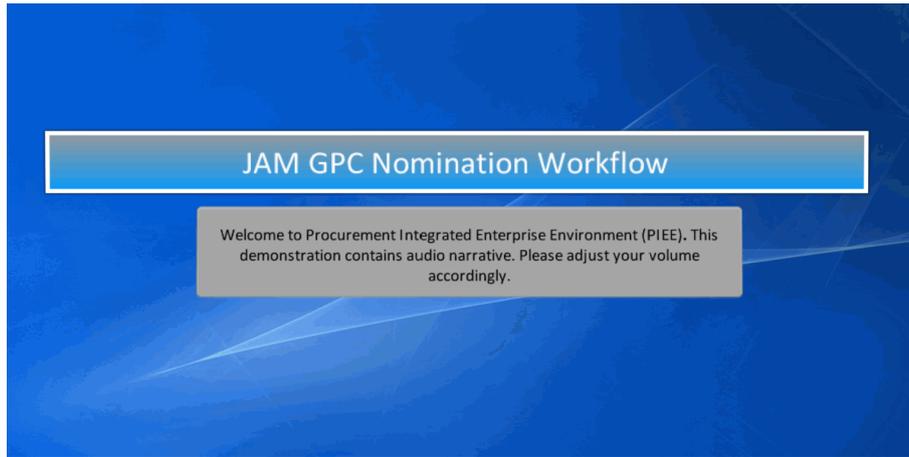
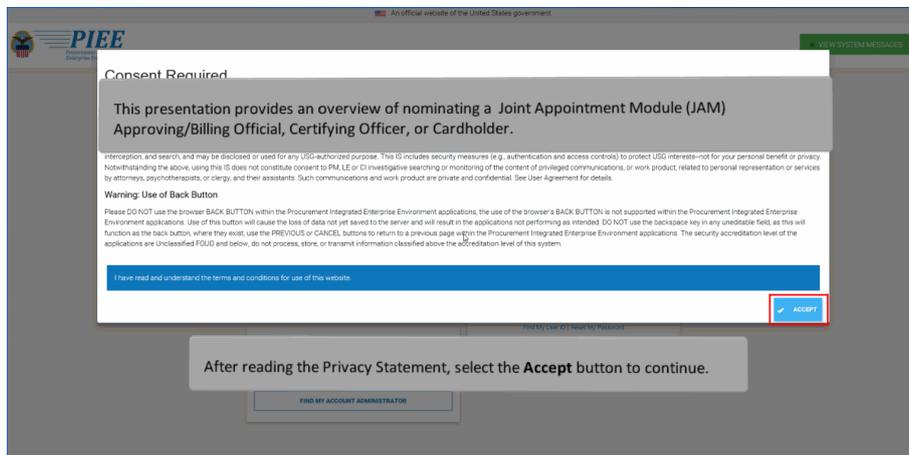


Intro



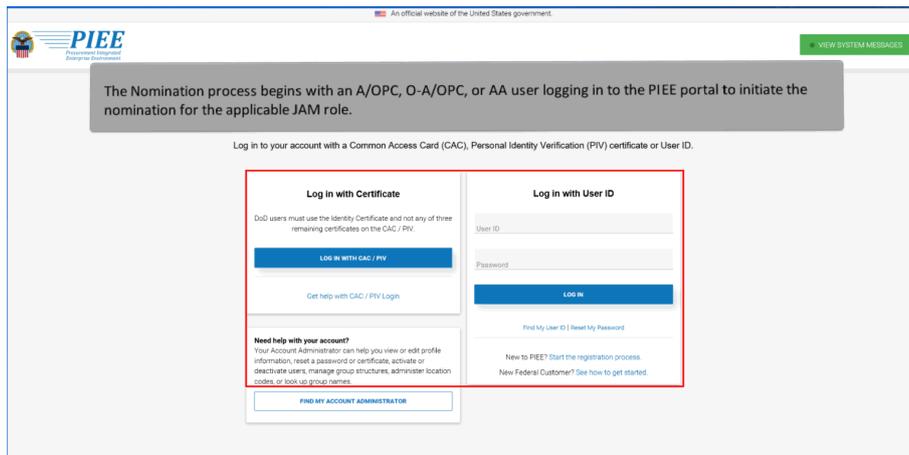
JAM GPC Nomination Workflow Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



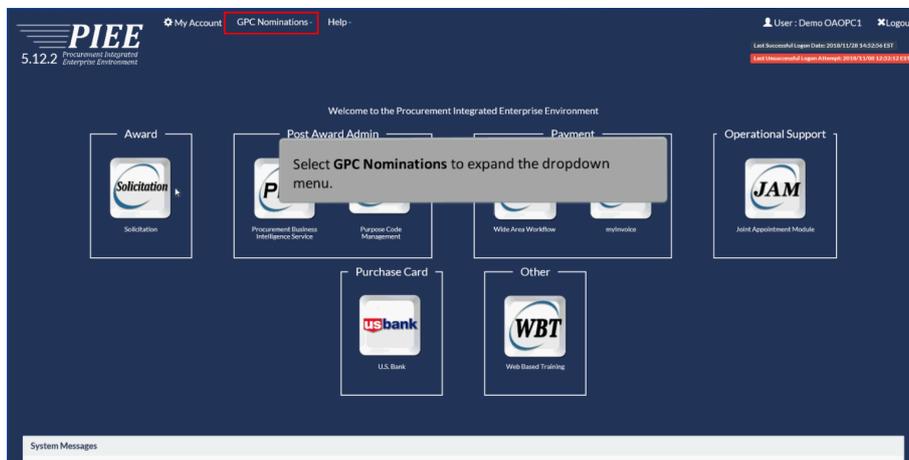
This presentation provides an overview of nominating a Joint Appointment Module (JAM) Approving/Billing Official, Certifying Officer, or Cardholder. After reading the Privacy Statement, select the Accept button to continue.

Step 2



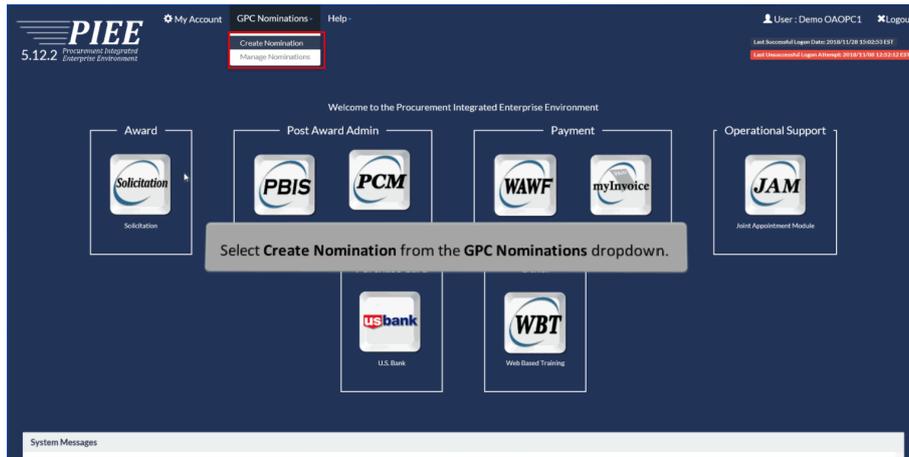
The Nomination process begins with an A/OPC, O-A/OPC, or AA user logging in to the PIEE portal to initiate the nomination for the applicable JAM role.

Step 3



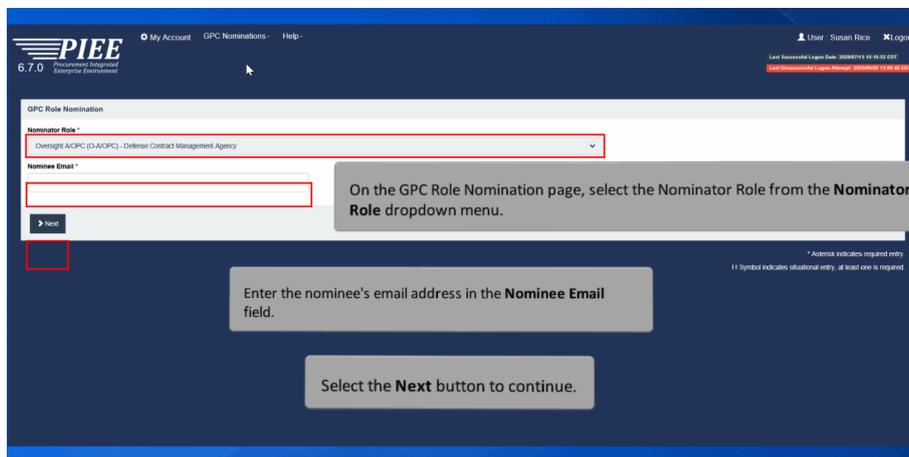
Select GPC Nominations to expand the dropdown menu.

Step 4



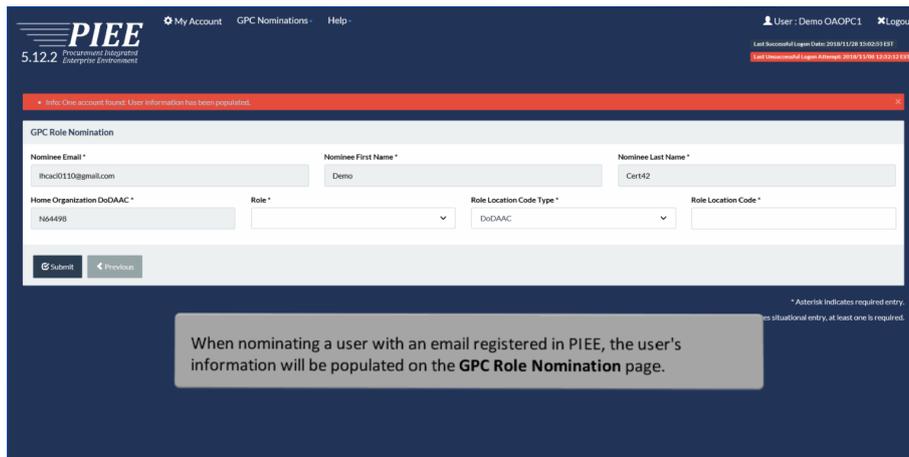
Select Create Nomination from the GPC Nominations dropdown.

Step 5



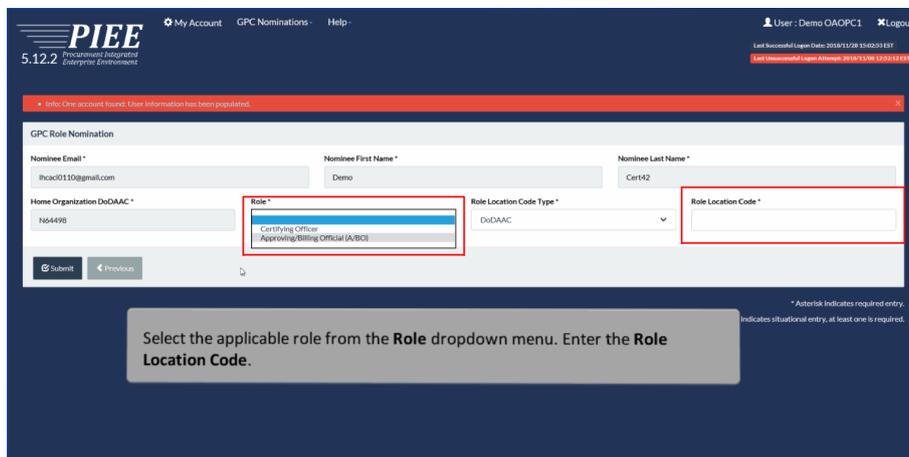
On the GPC Role Nomination page, select the Nominator Role from the Nominator Role dropdown menu. Enter the nominee's email address in the Nominee Email field. Select the Next button to continue.

Step 6



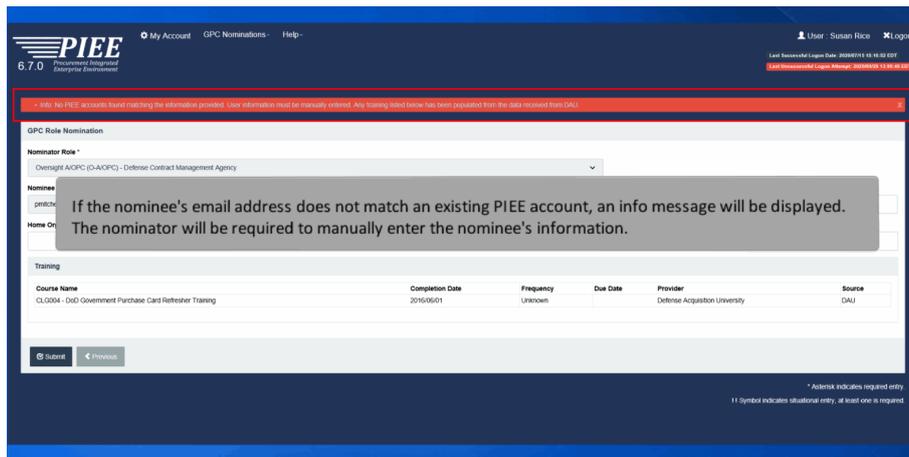
When nominating a user with an email registered in P.I.E.E., the user's information will be populated on the GPC Role Nomination page.

Step 7



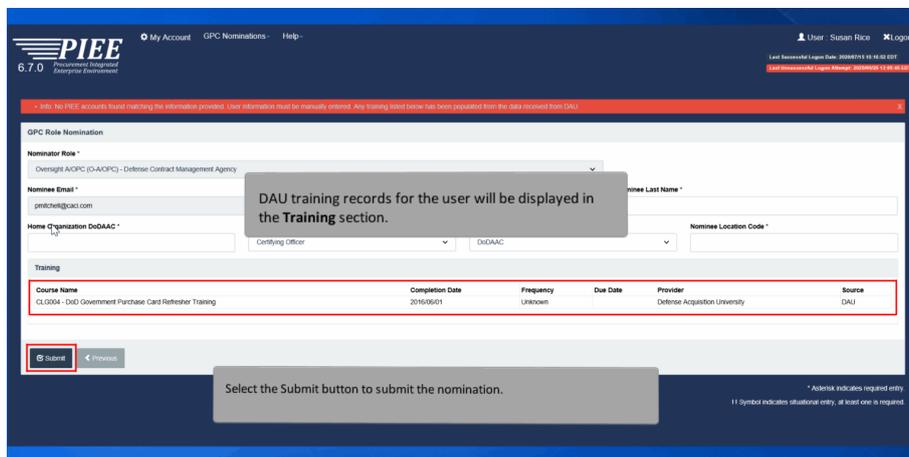
Select the applicable role from the Role dropdown menu. Enter the Role Location Code.

Step 8



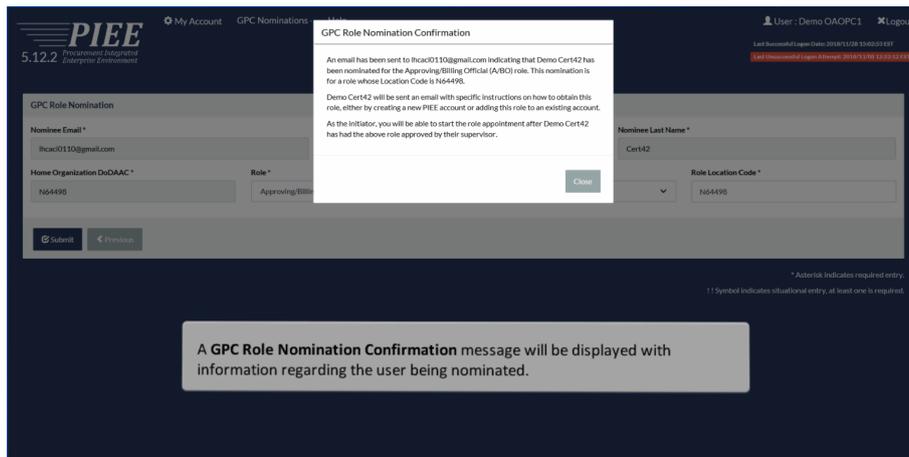
If the nominee's email address does not match an existing PIEE account, an info message will be displayed. The nominator will be required to manually enter the nominee's information.

Step 9



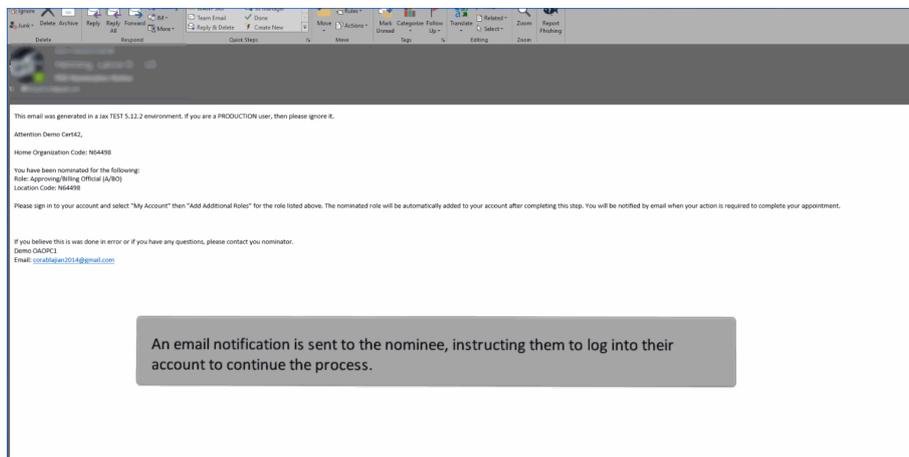
DAU training records for the user will be displayed in the Training section. Select the Submit button to submit the nomination.

Step 10



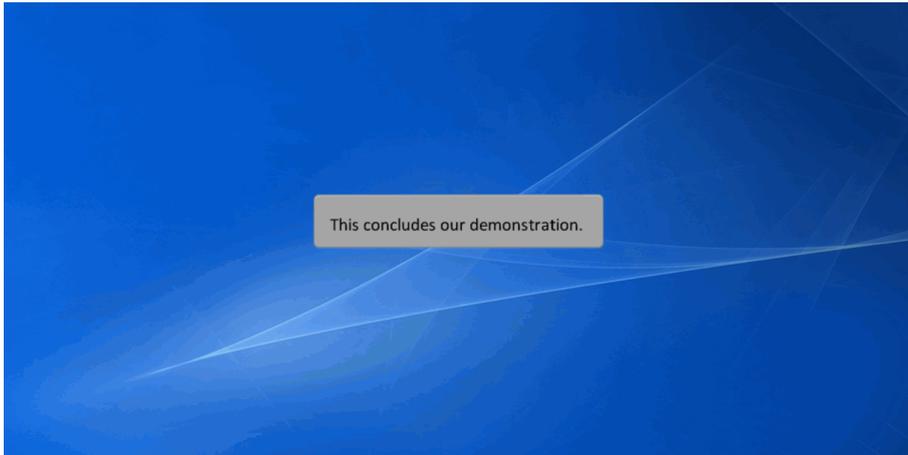
A GPC Role Nomination Confirmation message will be displayed with information regarding the user being nominated.

Step 11



An email notification is sent to the nominee, instructing them to log into their account to continue the process.

End



This concludes our demonstration.