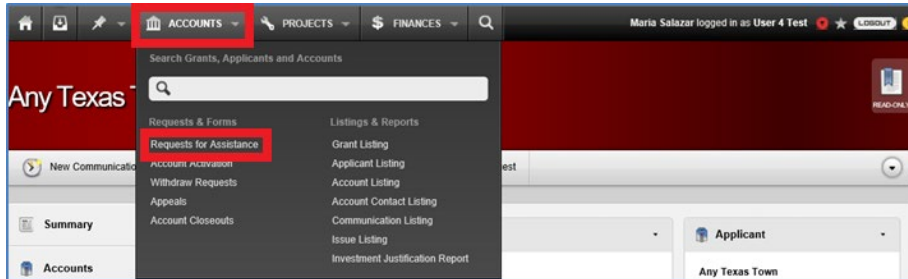


## Find an Existing Request for Public Assistance (RPA)

1. Click the **“Accounts”** menu on the **Main Menu** bar, and then click **“Requests for Assistance”** under the **Requests & Forms** section of the menu.

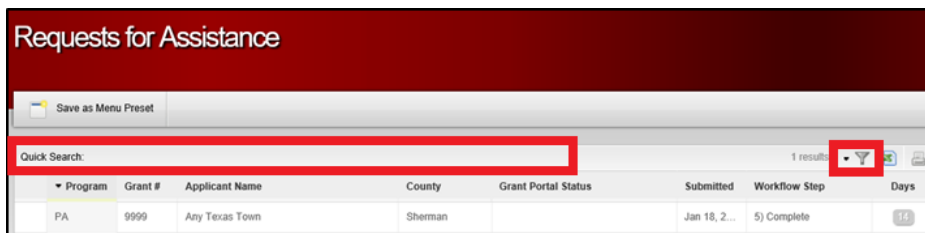


2. A list of **RPAs** for the Applicant you represent will show up in list form.



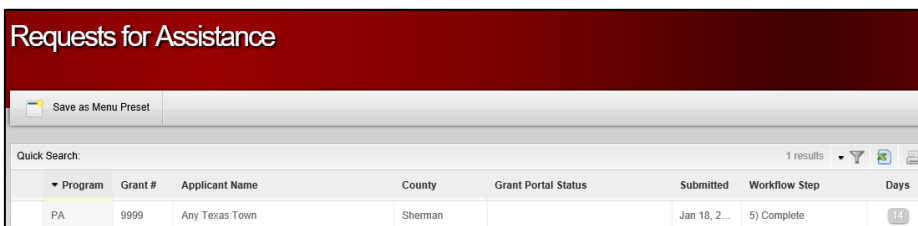
Program	Grant #	Applicant Name	County	Grant Portal Status	Submitted	Workflow Step	Days
PA	9999	Any Texas Town	Sherman		Jan 18, 2...	5) Complete	

3. If you are assigned to multiple Accounts, use the **“Quick Search”** or **“Filter”** (funnel icon) option to locate the desired request from the list of RPAs that is produced.



Program	Grant #	Applicant Name	County	Grant Portal Status	Submitted	Workflow Step	Days
PA	9999	Any Texas Town	Sherman		Jan 18, 2...	5) Complete	

4. Once located, click on the desired grant and the system will navigate to the requested form.



Program	Grant #	Applicant Name	County	Grant Portal Status	Submitted	Workflow Step	Days
PA	9999	Any Texas Town	Sherman		Jan 18, 2...	5) Complete	

5. The details of the **Request for Public Assistance (RPA)** will display.

The screenshot displays a web application interface for a Request for Assistance (RPA) #1143. The top navigation bar includes links for ACCOUNTS, PROJECTS, and FINANCES, along with a search icon and a user profile for Maria Salazar. The breadcrumb trail shows the path: 9999 Public Assistance Test Grant (PA) > Any Texas Town > Account for 9999 (PA) - Any Texas Town. The main header features the title "Request for Assistance #1143" and a "Routing Complete" status. A left-hand navigation menu contains links for Summary, Form, Notes, Documents, Workflow, and History. The main content area is divided into several sections: "Deliverables" (with a link to "View All Completed Deliverables"), "Request for Assistance Details" (providing information about the grant, county, and contacts), "Grant" (listing grant details like "9999 Public Assistance Test Grant" and deadlines), "Applicant" (listing applicant details for "Any Texas Town"), and "Workflow Summary" (showing the current step as "5) Complete" and previous steps with dates and users). The bottom section includes "Notes & Comments" (with an "Add Note" button and a message "There are currently no notes. Be the first to add one"), "Document Templates" (with a link to "RPA Form" and an "Add Document" button), and "No Issues" (with an "Add Issues" button).