Important Note: The Express Billing Requestor Role must be requested by your Reports To Manager

1. Log into PeopleSoft and navigate to My work > Manage PeopleSoft Access

2. Select PeopleSoft Access Request and hit the select button for the employee needing access from the list of employees appearing
3. Select ‘by category’ under the Choose a Roleset Method Selection Method and click Continue

4. Click on the FSCM Restricted tab and expand Accounts Receivable Function-based Rolesets section
5. Select the Express Billing Requestor roleset

Express Billing Requestor

This role set provides the ability to enter bill request using Express billing, review billing and submit customer requests by using Customer Request Form.

6. After selecting the Express Billing Requestor role scroll down to the bottom, verify the Express Billing Requestor role is requested and then select CONTINUE

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<th>Requested Access</th>
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<td>Description</td>
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7. Scroll to the bottom of the next screen and select submit

8. You will get another screen asking you to confirm once you confirm then the workflow starts for this role

9. Access will be granted once it has been approved. You will be notified by automatic email.