

To approve a vendor

1. Log out of sfundp.org
2. Under meta click on login
3. Login as admin
4. On the menu on the left side of the screen click on user than vendor application
5. Hover over the user name to approve and click on view
6. This shows the vendor information and the file for EIN number.
7. Click on the file name and it will open
8. Go back to vendor application menu
9. To approve just click on approve