EUAC Onboarding Checklist

Now that you have been designated as an EUAC and have received your credential, use the checklist below to identify next steps:

	All EUACs	**Status**
1	Review Operating Circular 5, Electronic Access	
2	Review the Certification Practice Statement	
3	Review EUAC Center tutorials on managing Subscribers	
4	Review FedLine documentation*	
5	Review the *Subscriber and Roles Report* for accuracy and appropriateness*	
	EUACs at organizations new to FedLine	**Status**
1	Ensure business line agreements have been submitted	
2	Review the Certification Practice Statement	
3	Review EUAC Center tutorials on managing Subscribers*	
4	Review FedLine documentation*	
5	Review the *Subscriber and Roles Report* for accuracy and appropriateness*	
6	Coordinate a "go live" date with applicable business areas (FedLine Advantage only)	

*Available in the EUAC Center.