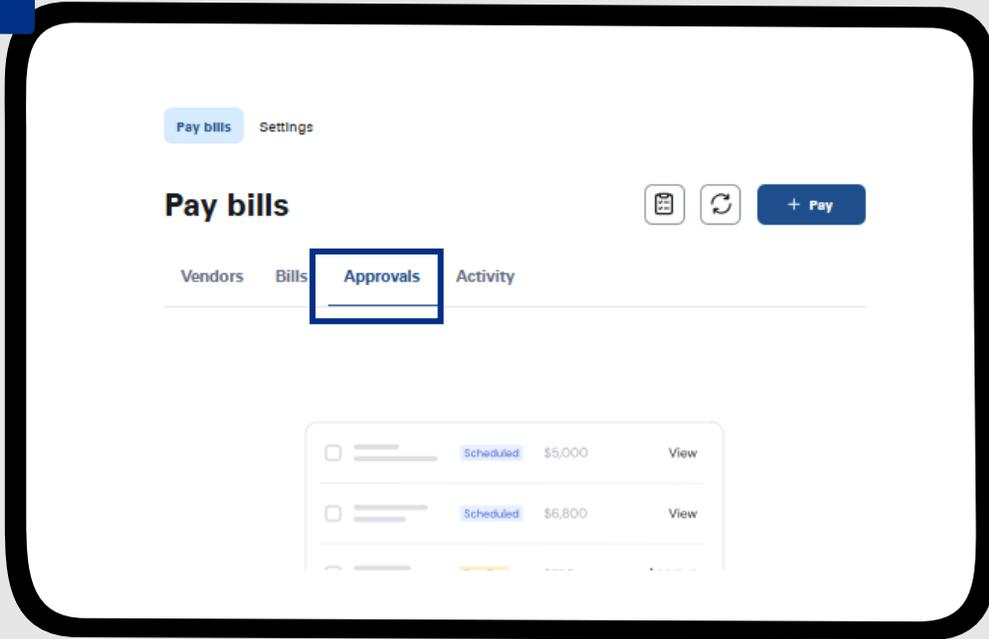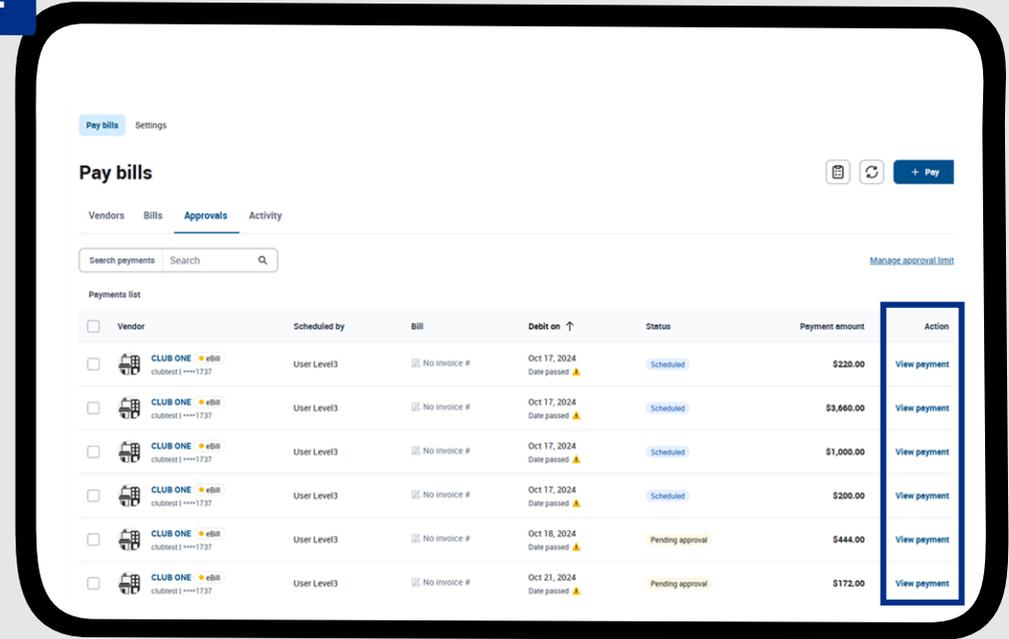# Approval Workflow
Approving a Bill – Level 1 and 2 users only

1

Navigate to the "Approvals" tab.

2

Click "View payment" next to the bill you are approving.
Review the payment details and click "Approve."

Fulton Bank