1st Level Approvers

1. The Corporate Card application will come to you first, once it has been submitted by the applicant.

You will see a notification that looks like this:

![Email notification](image)

When you open an application, it will look like this:
Once you have reviewed the information for accuracy and made notes regarding any changes, enter the 2nd approver’s first name, last name, and email. The full list of second approvers can be found here.
You can see the full approver list here.

3. If you need to make edits to the application, you should make them in the Notes section – you cannot edit anything in the application itself.
   You can see the Notes section here:

   Add notes, corrections, or additional information here

   Add Note
   Applicant 02/06/2013 01:44:40 PM UTC-5
   Please increase my limit to $25,000
   
   Approver Notes 02/06/2013 03:12:03 PM UTC-5
   John Doe only needs a $15,000 limit.

4. After routing to the 2nd approver, the first approver is finished with the process.