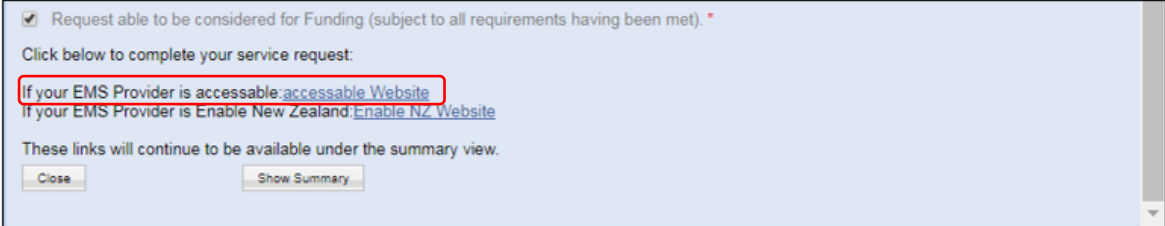
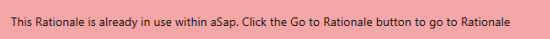
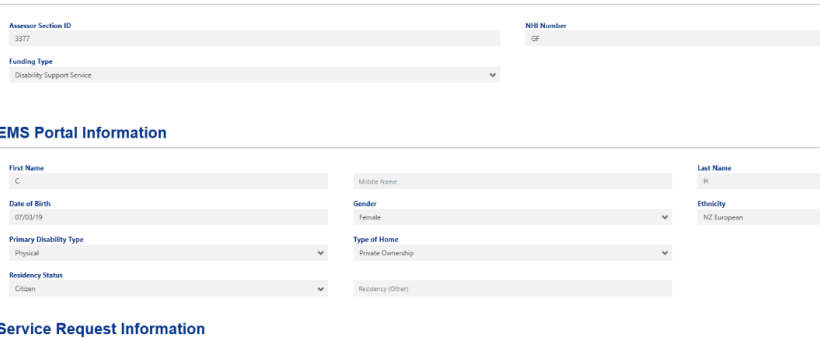
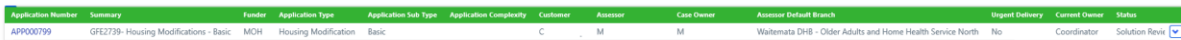



View Rationale using Go to Rationale button

Step	Description
1.	<p>After completing the MOH EMS Portal Rationale, click the Accessable website hyperlink.</p> 
2.	<p>The Retrieve EMS Portal Information page opens in aSAP Portal.</p> <ol style="list-style-type: none"> Check the Assessor Section ID and Assessor ID fields are the correct EMS portal session to bring into aSAP Click RETRIEVE
3.	<p>If the Rationale is already in use in aSAP, the following message displays:</p>  <ol style="list-style-type: none"> Click Go to Rationale
4.	<p>The Confirmation of Customer and Service Request Details page displays</p> 
5.	<p>To Edit a Service Request</p> <p>Existing Service Requests for this Rationale</p>  <ol style="list-style-type: none"> Click Service Request Information or scroll to the Service Request section Click the Service Request number (Example: APP000799) or click  at the end of the Application line and click Open Service Request <p>Note: If the Service Request has already been submitted, the Service Request can be viewed by clicking View Service Request</p> <ol style="list-style-type: none"> The Edit Service Request page displays. Edit the fields as required. Save and submit the Service Request