1. Access the Proposal Actions screen.

2. Highlight the proposal you want to give the SPO access to in the Temporary Proposals in Progress list.

3. Click the Allow SPO Access button.

4. The Proposal Errors/Warnings Screen is displayed.

5. Click the Proceed button.

6. Choose Allow AOR to view, edit, and submit proposal option. A long list of SPO/AOR email addresses will appear, indicating that you have successfully allowed access.