DNP Quick Reference Card

RELEASE 7.1

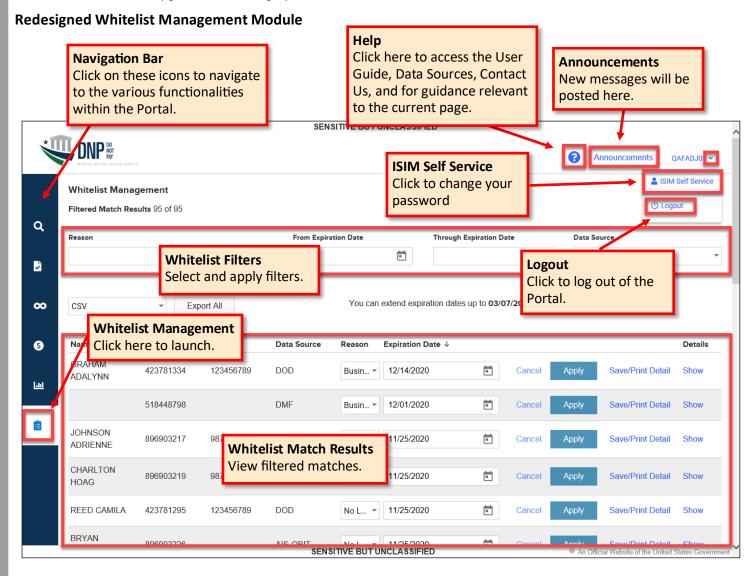
Overview of Release

Whitelist Management Portal User Interface Redesign

Release Enhancements

Whitelist Management Portal User Interface Redesign

Description: Between August 2019 and January 2021, the Do Not Pay Portal underwent a major redesign based on user feedback. The purpose of this redesign was to improve the ease of navigation and increase the usefulness of the various functions. All functionalities have been upgraded and the Legacy Portal is now discontinued.

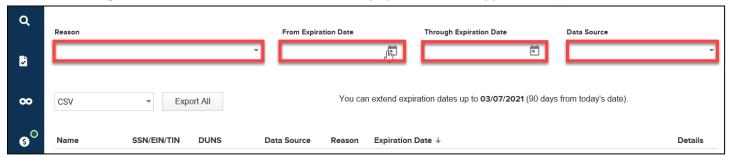




Release Enhancements (cont.)

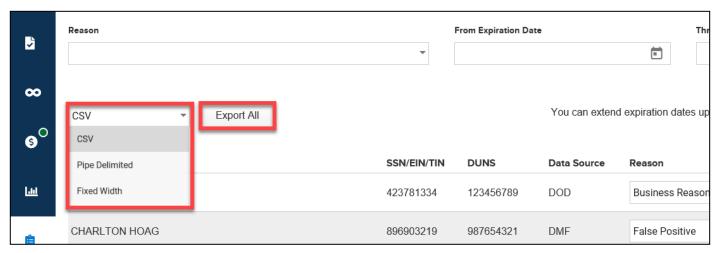
Filters

- Using the dropdown menus, select the desired filters for Whitelist Reason, From Expiration Date, Through Expiration
 Date, and Data Source. Note, you may make more than one selection in the dropdown menus containing selectable boxes.
- After selecting a filter, the match results will automatically update with the applied filter(s).



Export Matches

• Below the filters, you can select the file type to export by clicking on the dropdown menu. Click **[Export All]** to download all the matches in the selected format.



Match Results

- To Whitelist a match result, select a Reason for the Whitelist from the dropdown menu.
- Select the **Expiration Date** of the Whitelist (there is a maximum of 90 days from the date you Whitelist).
- Click [Apply] and a confirmation box will appear at the bottom of the screen. Click [Cancel] if you don't
 want to apply changes.

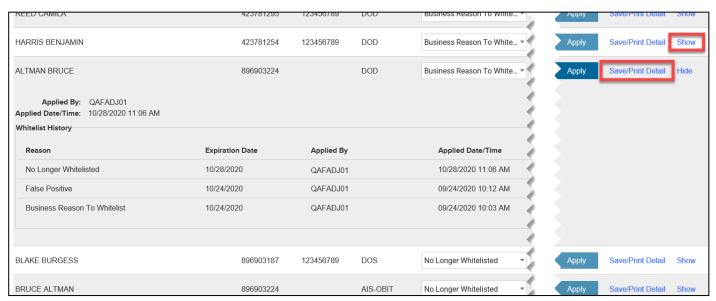




Release Enhancements (cont.)

Show and Save/Print Detail

- Click **[Show]** to view details of the match. This includes who applied the most recent Whitelist changes and the date/ time the changes were applied. In the **Whitelist History** box, all of the previous Whitelist Reasons, Expiration Dates, Applied By, and the Applied Date/Time information is displayed.
- To save or print the individual Whitelist match details, click [Save/Print Detail] and a new browser window will open. Use the online PDF menu to download.



11/20/2020

SENSITIVE BUT UNCLASSIFIED

ALTMAN BRUCE

SSN/EIN/TIN 896903224

DUNS -Data Source DOD

Whitelist Reason NO LONGER WHITELISTED

Expiration Date 10/28/2020

Whitelist Historical Details

Reason	Expiration Date	Applied By	Applied Date/Time
NO LONGER WHITELISTED	10/28/2020	QAFADJ01	10/28/2020 11:06 AM
FALSE POSITIVE	10/24/2020	QAFADJ01	09/24/2020 10:12 AM
BUSINESS REASON TO WHITELIST	10/24/2020	QAFADJ01	09/24/2020 10:03 AM

