

## Quick Reference Card

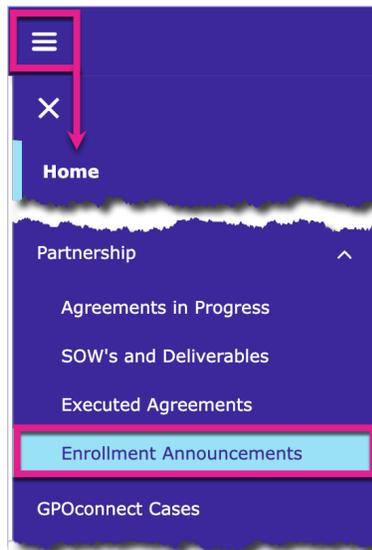
How to access Enrollment Announcements in GPOconnect

To access GPOconnect, use the following URL: <https://workspaceabc.force.com/gpoconnect>

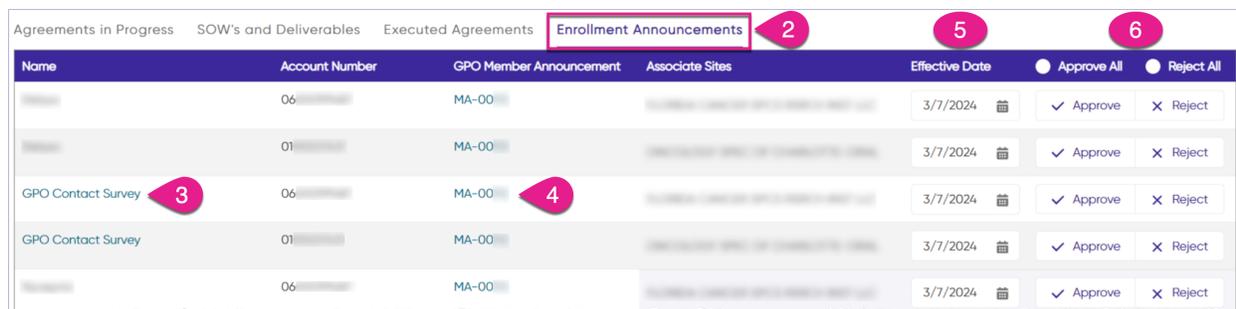
You can view, approve, or reject Enrollment Announcements directly in GPOconnect. You will receive notifications when enrollment announcements are available. Each announcement must be approved or rejected for the contract to begin and for the member to make purchases.

## View Enrollment Announcements

1. Select **Partnership > Enrollment Announcements** from the navigation menu in the upper left corner.



2. Select the Enrollment Announcements tab.



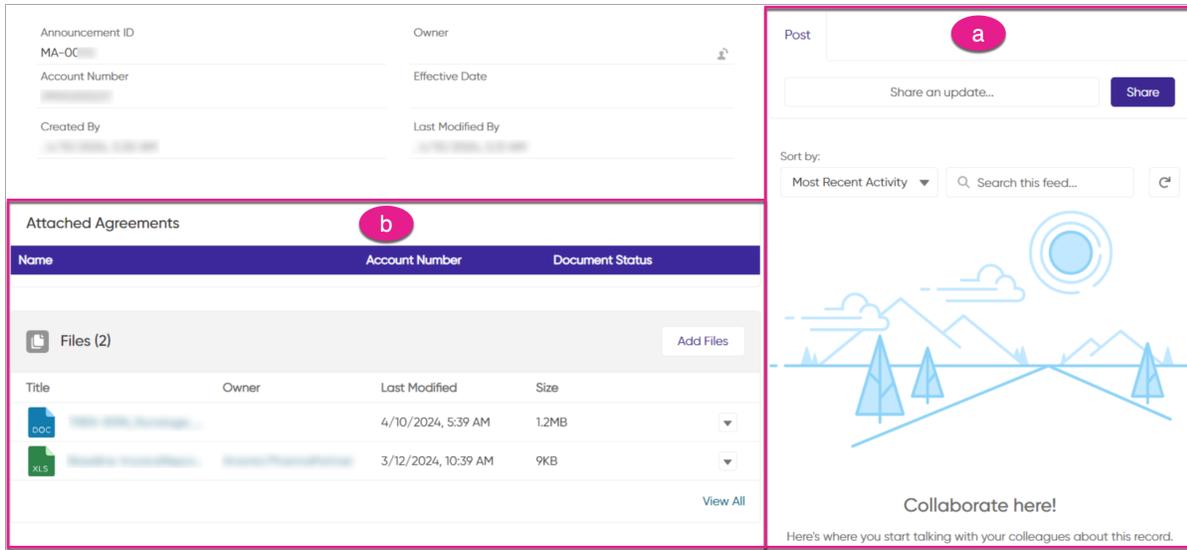
Name	Account Number	GPO Member Announcement	Associate Sites	Effective Date	Approve All	Reject All
[Redacted]	06 [Redacted]	MA-00 [Redacted]	[Redacted]	3/7/2024 [Calendar Icon]	✓ Approve	✗ Reject
[Redacted]	01 [Redacted]	MA-00 [Redacted]	[Redacted]	3/7/2024 [Calendar Icon]	✓ Approve	✗ Reject
GPO Contact Survey	06 [Redacted]	MA-00 [Redacted]	[Redacted]	3/7/2024 [Calendar Icon]	✓ Approve	✗ Reject
GPO Contact Survey	01 [Redacted]	MA-00 [Redacted]	[Redacted]	3/7/2024 [Calendar Icon]	✓ Approve	✗ Reject
[Redacted]	06 [Redacted]	MA-00 [Redacted]	[Redacted]	3/7/2024 [Calendar Icon]	✓ Approve	✗ Reject

3. Enrollment Announcements can be announcement-only or dec-based. Dec-based announcements include dec forms for review, which are shown as blue hyperlinks. Click the **Name** to review the form.

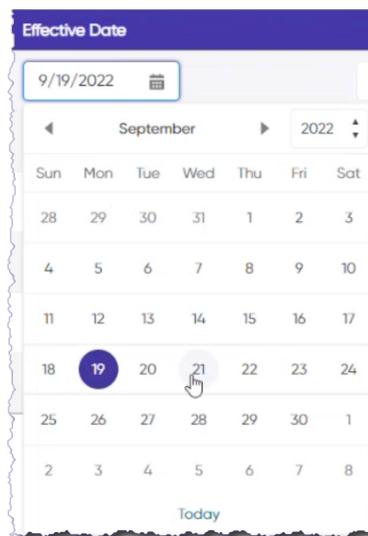
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4. Click the **GPO Member Announcement** number for additional details.
  - a. If you have questions or comments about the announcement, enter them under the “Post” section and click **Share** to send them to the enrollment team.
  - b. View the agreements and any other files attached to the announcement. Click **Add Files** to send additional files to the enrollment team.



Back on the Enrollment Announcement tab, enter the **Effective Date** for the enrollment. This is the date the member will be enrolled.



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5. Click **Approve** or **Reject** on an individual enrollment. You can also click **Approve All** or **Reject All**.
  - a. If you Reject an enrollment, select the **Reason** from the dropdown.
  - b. If you select **Other** as the reason, enter details to explain.
  - c. Click **Save**.

**Select Reject Reason**

Please select a reason for the reject selection

\* Select reject reason:  
Other

Please provide details for 'Other':  
Please provide details for 'Other'

Save

**Note:** Once you approve an enrollment, the member will be enrolled as of the date you entered. If you reject an enrollment, it will be sent to the enrollment team to address the specified reasons.

6. Click **Send to AB** when finished.