

NSF Daily Meeting Sign-In: Quick Reference Guide



Meeting Participant sign-in is now paperless!

NSF Meeting Participants are required to sign-in and record their meeting attendance daily using FastLane Panelist Functions.

This guide will assist you in using the FastLane system to sign-in.

Login to Panelist Functions

1. On the FastLane Home Page screen, select Panelist Functions in the navigation bar (figure 1).



Figure 1: FastLane Home Page Screen

2. In the **Log In** section on the **Panelist Functions** screen (figure 2), do the following:
 - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type your password.

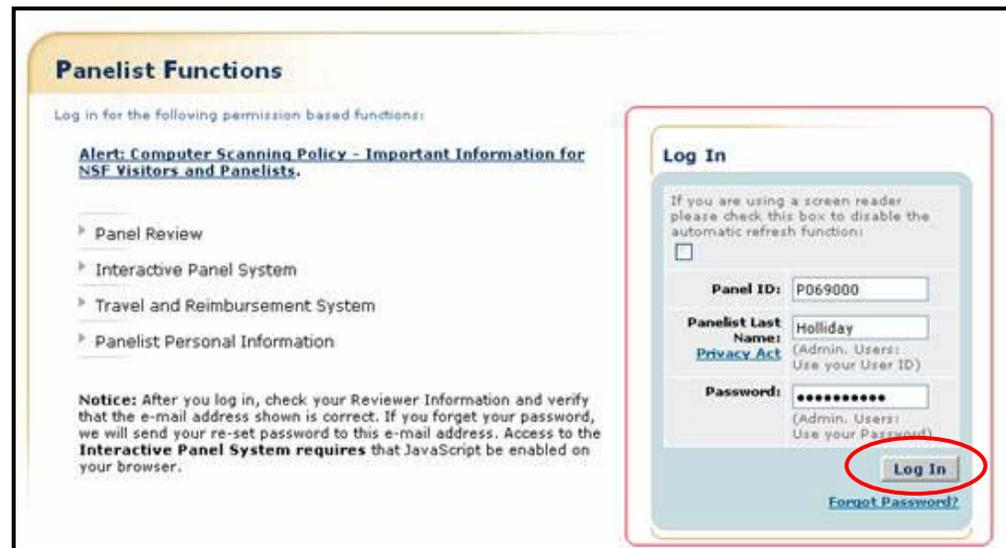


Figure 2: Panelist Functions Log In Section

Note: Internet Explorer is the recommended browser for optimal use.

3. Select the **Login** button (Figure 2). The **Panelist System Selection** screen displays.

Access the Meeting Sign-in Screen

Note: If you have not yet registered for this meeting, click on the Travel and Reimbursement link to register.

1. At the bottom of the page, select Meeting Sign-in (figure 3)



Figure 3: Meeting Sign-in link at the bottom of the Panelist System Selection screen

2. The Meeting Sign-in page will be displayed (figure 4)

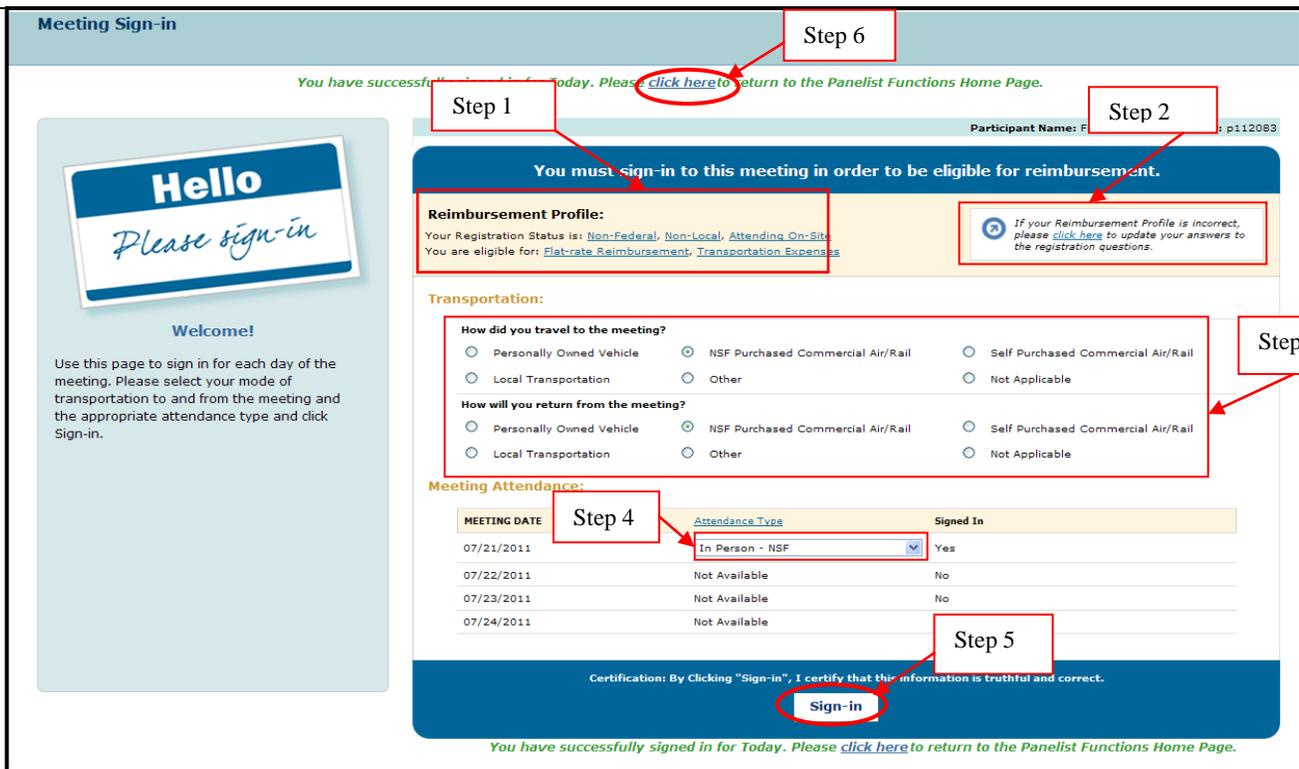


Figure 4: Meeting Sign-in Screen

Completing Meeting Sign-in

Note: You will complete Steps 1-6 on the first day of the meeting.

For every subsequent meeting day, you will only complete steps 4-6.

1. Review your Reimbursement Profile. (Figure 4, Step 1)
 - The Meeting Sign-in Screen will display your current registration status as well as the type of reimbursement for which you are eligible. This status was determined when you registered for the meeting in FastLane.
 - For more information on the meaning of a term, click on the corresponding hyperlink.
2. If your registration profile is incorrect, click the link to update your answers to the registration questions. (Figure 4, Step 2)
3. Select your mode of transportation to and from the meeting. (Figure 4, Step 3)
4. Select your Attendance Type for the current day from the types below. (Figure 4, Step 4)
 - In Person – NSF
 - In Person – Other Meeting Location
 - TeleConference
 - VideoConference
 - Webcast
 - Online Forum
 - Other

For definitions to Attendance Types, click the “Attendance Type” link
5. Click **Sign-in**, to complete the meeting sign-in process for that day. (Figure 4, Step 5) Note: After signing-in, your status will be reflected under the “Signed In” column with the word “Yes.”
6. Click the link in the confirmation message (figure 5, Step 6) to return to the FastLane Panelist Functions Home Page.

You have successfully signed in for Today. Please [click here](#) to return to the Panelist Functions Home Page.

Figure 5: Successful Sign-in Message

Note: You will not be able to change the attendance type for any day other than the current day.