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.

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

![FastLane Home Page Screen](image)

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.

![Panelist Functions Log In Section](image)

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

Access the Meeting Sign-in Screen

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

![Meeting Sign-in link](image)

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

**Figure 4: Meeting Sign-in Screen**

**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.

Support is available If you need further assistance, please contact IT Help Central (x4357).