How to Accept or Refuse a Claim Request on the TBS Applications Portal

1. Once you have been notified that your manager sent you a claim request, either through the automatically generated email by the application or by your manager, you must log into the [TBS Applications Portal (TAP)](https://portal-portail.tbs-sct.gc.ca/).
	1. If your manager informed you that a claim request was sent, yet you haven’t received an automatically generated email, the email address associated to your [TAP profile](https://portal-portail.tbs-sct.gc.ca/myprofile-eng.aspx) might be inaccurate.
2. Select the application **myEmployees** on the top right.



1. Select the button **Accept** besides the name of your manager.



* 1. Once you have accepted a manager, all other requests will be cleared.
	2. If none of the managers listed are your current manager, click on **Clear all requests**.
1. Confirm that you accept your manager’s request.