



# How to Approve or Reject a Payment Rule

1. At the top of the page, click on the **Administration** tab.
2. Scroll down to the **Actions to Review** section, to locate the proposed payment rules.
3. To the far right of page click on the **drop down arrow** to view the details of the modified payment rules and the individual who submitted each modification.
4. After reviewing the details, scroll to the top of section and select **Reject or Approve**.

The screenshot shows the RBC Clear Administration interface. At the top, the 'Administration' tab is highlighted with a yellow circle and a '1'. Below the navigation bar, the 'Entitlements Management' section is visible. The 'Actions to Review' section is highlighted with a yellow circle and a '2'. It contains two summary cards: '0 Users Pending Your Approval' and '1 Payment Rules Pending Your Approval'. Below these cards is a table with columns: Type, User/ID, Status, Priority, Product(s), and Updated. A row is highlighted with a yellow circle and a '4'. The row contains a blue checkmark icon, 'WTR-T01-A02', a 'Payment Rules Approval' status, 'High' priority, and 'Oct 3, 2023'. To the right of the row are 'Reject' and 'Approve' buttons, both highlighted with yellow circles and a '3'. Below the table is a 'Rule Limits' section with columns for Min. amount USD, Max. amount USD, and Number of Approvers.