Updating Participant Status to Virtual
Quick Reference Guide

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Updating Participant Status to Virtual Quick Reference Guide

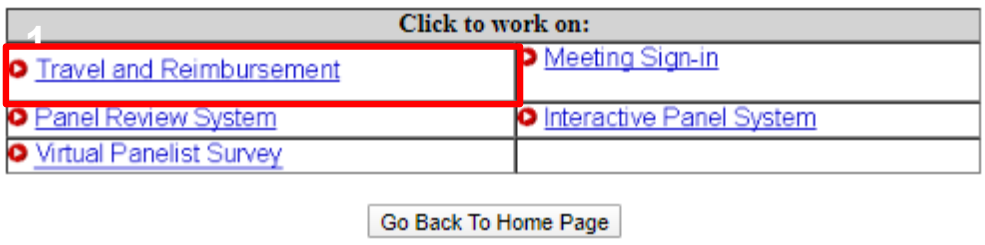
Introduction

This guide provides step-by-step instructions on how to **update Participant Status in FastLane Travel and Reimbursement (FLTR) system** to "Virtual Participant." If your panel already occurred, please contact the appropriate Program office for assistance with updating your participant status.

Updating Participant Status in FLTR System

1. Log in to FastLane Panelist Functions via https://meetings.nsf.gov/jsp/homepage/panelreview.jsp.

2. Scroll to the bottom of the screen and click on **Travel and Reimbursement.**



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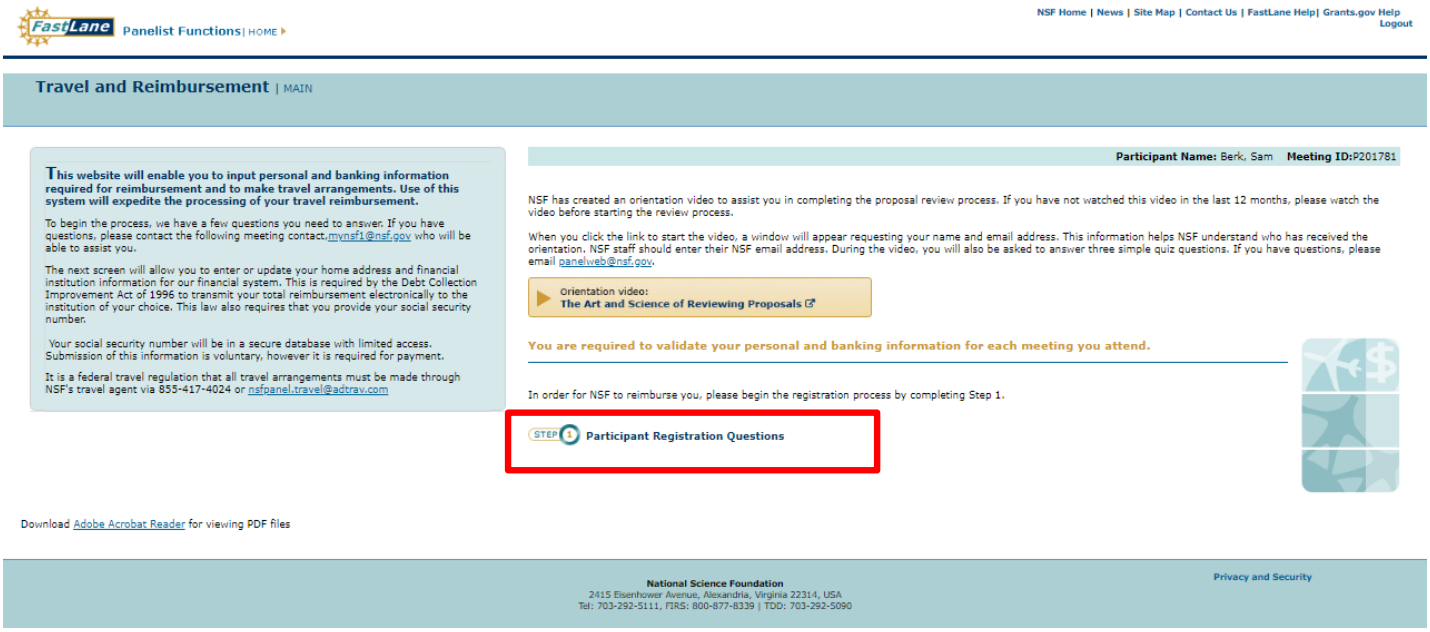
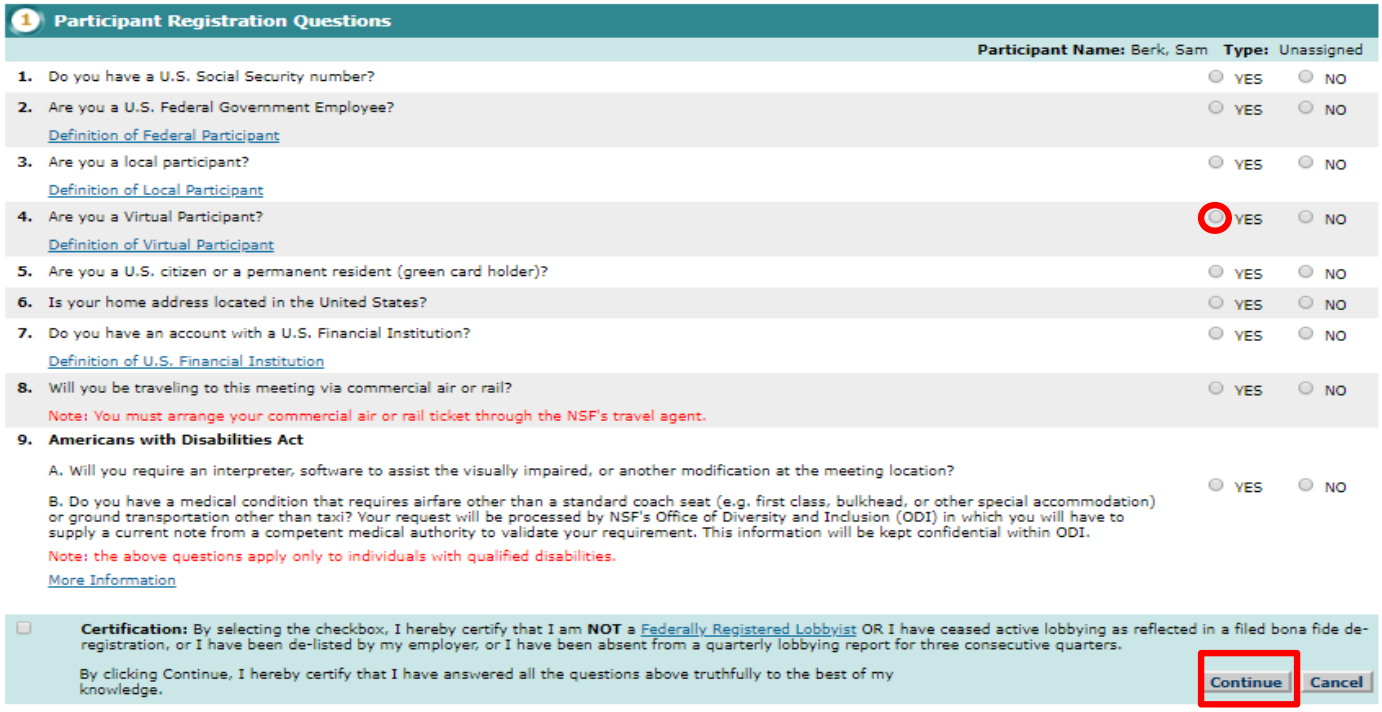
3. Click on **Participant Registration Questions**.



4. Update the response to question #4 “Are you a Virtual Participant” to **Yes** and click **Continue** on the bottom right to save the updated information.



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