

## JPA Search Assistance Document

Verify JPA using the steps below

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### Step 1: Check SCJPC Website

1. Go to **SCJPC.net**.
  2. Click **Search > JPA Search**.
  3. Enter the JPA number (omit spaces, slashes, hyphens, and special characters).
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### Step 2: Check Pending JPA List (SCJPC's SharePoint)

1. Access **Members Channel > General > Files**.
2. Open **Pending JPAs at SCJPC Office** folder.
3. Download the **Pending JPAs at the SCJPC through (MMDDYYYY)** Excel file.
4. Open the Excel file and search for the JPA number (Ctrl + F).

Note: To gain access, please have your main representative email Angela or Kathleen.

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### Step 3: Check Ongoing Memo List (SCJPC's SharePoint)

1. Access **Members Channel > General > Files**.
2. Open **Pending JPAs at SCJPC Office > Memo List** folder.
3. Download the **Ongoing Memo List (ending MMM YY)** Excel file.
4. Open the Excel file and search for the JPA number (Ctrl + F).

Note: To gain access, please have your main representative email Angela or Kathleen.

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### Step 4: If JPA Is Not Found After Completing Steps 1 Through 3 Above

Email [finaljpa@scjpc.net](mailto:finaljpa@scjpc.net) with:

- **Subject:** JPA Status and JPA number
  - **Body:** *What is the status of [JPA NUMBER]?*
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**Response Time:** SCJPC aims to reply within two business days, but responses may take up to three business days.