INSTRUCTIONS FOR
MEETING SIGN-IN

NSF meeting participants are required to sign in and record their meeting attendance daily in FastLane Meeting Sign-in. To get started, go to the FastLane home page at https://www.fastlane.nsf.gov/ and follow the instructions.

1. From the FastLane home page, click on the “Panelist Functions” tab.

2. In the Log In section on the Panelist Functions screen, 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.
   - Select the Login button. **Note:** If you lose or forget your password, you can contact your program office to request another temporary password be sent to you via email.

3. After you’ve logged in, you will be directed to a page titled Panelist System Selection. Scroll down to the menu at the bottom of the page.

Select Meeting Sign-In from the menu.
Review your Reimbursement Profile and complete the sign-in process.

1. **Review your Reimbursement Profile.**
   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 reimbursement profile is incorrect, click the link to update your answers to the registration questions.

3. Select your mode of transportation to and from the meeting.

4. Select your **Attendance Type** for the current day.

5. Click **Sign-in**, to complete the meeting process for that day.

6. The system will display a confirmation message. Click the link in the confirmation message to return to the FastLane Panelist Functions Home Page.