

View the Portal

Last Modified on 04/05/2023 5:14 pm EDT

While policies in the **Under Revision** or **Overdue** workflow state will appear in the [My Tasks](#) page, policy owners can access any assigned policy, including those in the **Active** state, in the **Policies** tab of the [Portal](#). This activity contains two sections:

- **My Policies:** A summary report of all the policies that have been assigned to the policy owner; and
- **Policy Listing:** A list of all policies assigned to the policy owner.

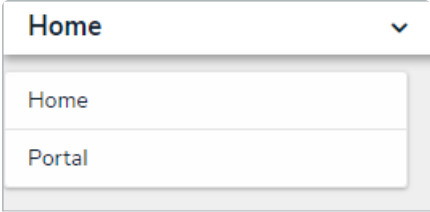
The screenshot displays the Resolver Portal interface. At the top, the Resolver logo is on the left, and a search bar with a magnifying glass icon is on the right. Below the logo, there are two tabs: 'Portal' (selected) and 'Policies'. The main content area is titled 'Policies' and contains three sections:

- Policies:** A section with introductory text: "The Policy portal provides an overview of all policies that you have access to. The **My Policies** section provides an overview of the policies you have been assigned as a policy owner. The **Policy Listing** section provides a list of all policies that you have access to."
- My Policies:** A section containing one policy card for 'Riverdale Industries' (ID: C-1) with an 'Active' status button. The card text reads: "Since its founding in Bavaria in 1872, Riverdale Industries, Inc. has become the leading supplier of fiberboard products in Europe and North America, with offices in 12 cities worldwide, including the U.S. Headquarters in Arlington, VA. This is the only remaining fabricator of wood panel products constructed with hand-ground wood fibers. The company exp..."
- Policy Listing:** A section containing three policy cards:
 - 'Quarantine Policy' (ID: P-1) with an 'Active' status button. Text: "If an employee has been diagnosed with COVID-19, or has come into contact with someone who has, they must isolate at home for a minimum of two weeks. In the latter cases, quarantine can be ended early upon receiving a negative COVID-19 test."
 - 'Social Distancing Enforcement' (ID: P-2) with a 'Review' status button. Text: "All employees are required to remain at least six feet apart from each other at all times"
 - 'Mask Policy' (ID: P-3) with an 'Under Revision' status button. Text: "All employees are required to wear masks while on company property."

The Policies tab in Portal.

To review the Policies tab in the Portal:

1. Log into a user account that's been added to the **Policy Owners** user group.
2. Click the dropdown in the nav bar > **Portal** to open the **Policies** activity.



The nav bar.