Once you have gone to your shopping cart to check out it will give you the option to click the Walk-In Requisition box.

- Only click the Walk-In Requisition box if you are at the field site right then. If you are not at the field site your requisition will be denied.

- You will need to bring either a laptop or portable device to complete a walk-in at the field site since there may not be one for you to use. Or you can call someone at your agency to complete the walk-in while you are at the site.

- If you are going to do a Walk-In, please let your State Coordinator know. This way they can approve it right away.

- It can take four hours for a Walk-In to kick out a 1348 after it has been approved, so please try to do a Walk-In as early in the day as possible.