

HOW STAKE PRESIDENTS APPROVE AN EXTENSION IN SMMS

1. Go to SMMS at: servicemissionary.churchofjesuschrist.org and sign in.
2. Scroll to the **Status Updates** section.
3. Scroll down to the **Assignment Modification Requests** section and click on the "Pending Approval" tile.
4. Find the missionary you are extending or releasing early and **CLICK** on the "Assignment ID" number (in blue). The missionary's profile and assignment page should come up.
5. Scroll down to the "Approval Pending" box at the bottom of the page and Click on "Approve Request"
6. Annotate with any notes you might have, your initials, and the date.
7. If you **Deny** the request, please provide a reason for the denial in the **Notes** box. The Operation Manager will be automatically notified.