TRAVELER’S BASIC GUIDE TO REVIEWING AND SIGNING E-TEV FORMS
(For more detailed instructions, refer to E-Form Guide for TEV Signers at http://public.wsu.edu/~forms/E-Guides/E-FormsForSigners.pdf)

1. Log into E-Forms System at: http://public.wsu.edu/~forms/eforms.html
2. At the Client Homepage navigate to the Personal Inbox within the Workflow folder.
3. Highlight Travel Expense Voucher | WSU1005.
4. Click on List E-Forms button.
5. At the List Saved E-Forms page, locate the E-Form that needs your review and signature, and click on the word Open in the second column. The row will then turn blue.
   **NOTE:** Do not click on the box in the first column.
6. Click on Edit Form.
7. Review TEV to insure all the information is correct.
8. Click on **Claimant Sign** button at bottom of TEV.

The current date, your WSU username, and your name will then appear on the Claimant’s Signature line.
Returning the signed e-TEV.

If you are returning the TEV to the same person that sent it to you, you may use the **Return to Sender** button (Option A).

If you are sending the TEV on to someone else, you must use the **Submit to Workflow** button (Option B).

**Option A:** Click on **Return to Sender** button that is below the TEV in the browser window.

Click on **OK** at the two confirming dialogue boxes that follow.

You may type comments to the sender in the second box.

YOU ARE DONE!
Option B: Click on **Submit to Workflow** button that is below the TEV in the browser window.

At the *Inbox Workflow* page type the WSU username or email of the person you wish to send the signed TEV to in the **Send to Personal Inbox of E-Forms Client User ID** box.

Click the **Add** button. The person’s WSU user ID will show up in the **Selections** box.

Click on the **Submit to Workflow** button at the bottom of the window.

After you click on the **Submit to Workflow** button, the recipient’s user ID should disappear from the **Selections** box. The signed E-TEV form should now be in the recipients **Personal Inbox** in their **Workflow** folder.

YOU ARE DONE!