

EForms Electronic TEV Help Sheet

To get started, go to: <http://public.wsu.edu/~forms/eforms.html>

1. Log in using your WSU ID and password for the FORMS screen (your name should appear as the “user/client” at the top of the forms page upon successful login).
2. Send the department finance manager the user ID you used to sign into the electronic forms system. It will be added to a list of users who will receive the completed TEV.
3. **STOP here for now until the following steps have been completed.**

When you receive email notification that you have a pending TEV for signature:

1. Log in again with your user ID and password to the FORMS site. Again, your name should appear as the “user/client” when successful).
2. In the left column, click on the “+” sign and expand the “WORKFLOW” folder.
3. Click the “Personal Inbox” folder to see a list of files available (in the center column).
4. Again in the center column, select/[click] on “Travel Expense Voucher” to highlight it (the box should turn gray)—the buttons to the right of this column should become “visible.”
5. Move to the right column and [click] on the “List E-forms” button.
6. Find the electronic TEV you are searching for and click on your name to highlight it (the whole box/line should turn royal blue)—again, the buttons to the right should become “visible.”
7. Select/[click] on “Edit Form” button (in the right column).
8. When the TEV appears, go to the bottom of the form and click on the button “Claimant Sign”—this will add your electronic signature to the form.
9. Find the “Return to Sender” button below the signature lines - (you may need to make the form full-screen to find the "Return to Sender" button). Select this button to return the form to the recipient.

You do not need to save a draft. If you have questions, or have problems with the form, please contact the front office assistant in Neill 103 at 335-3926, or the finance manager at 335-6866, who will be able to walk you through the form.