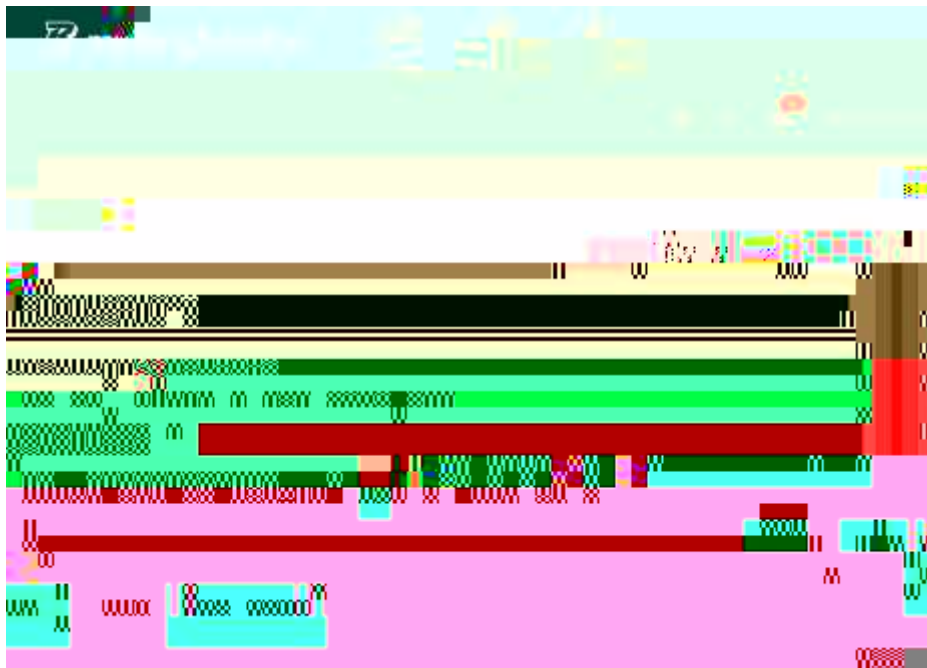


Program Addendum
Step 1



Step 4 (optional)

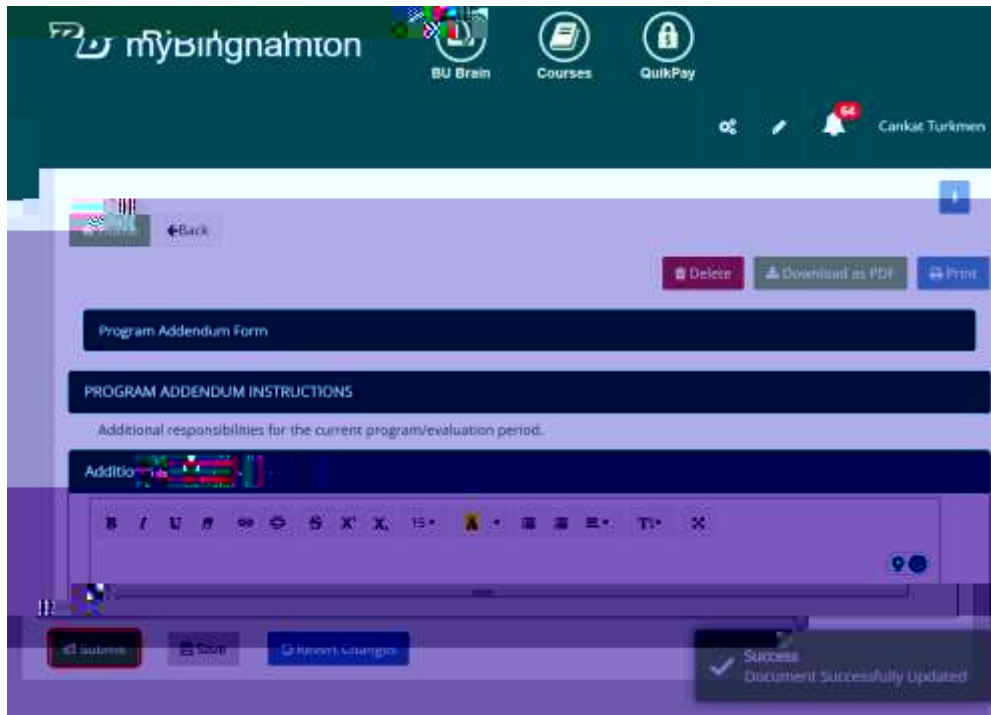
If you would like to revert changes you've done on this session please click on the Revert Changes button at the bottom



Step 5

Click on Submit to send this document to the employee

After this action, the status of the document will be "In Review"

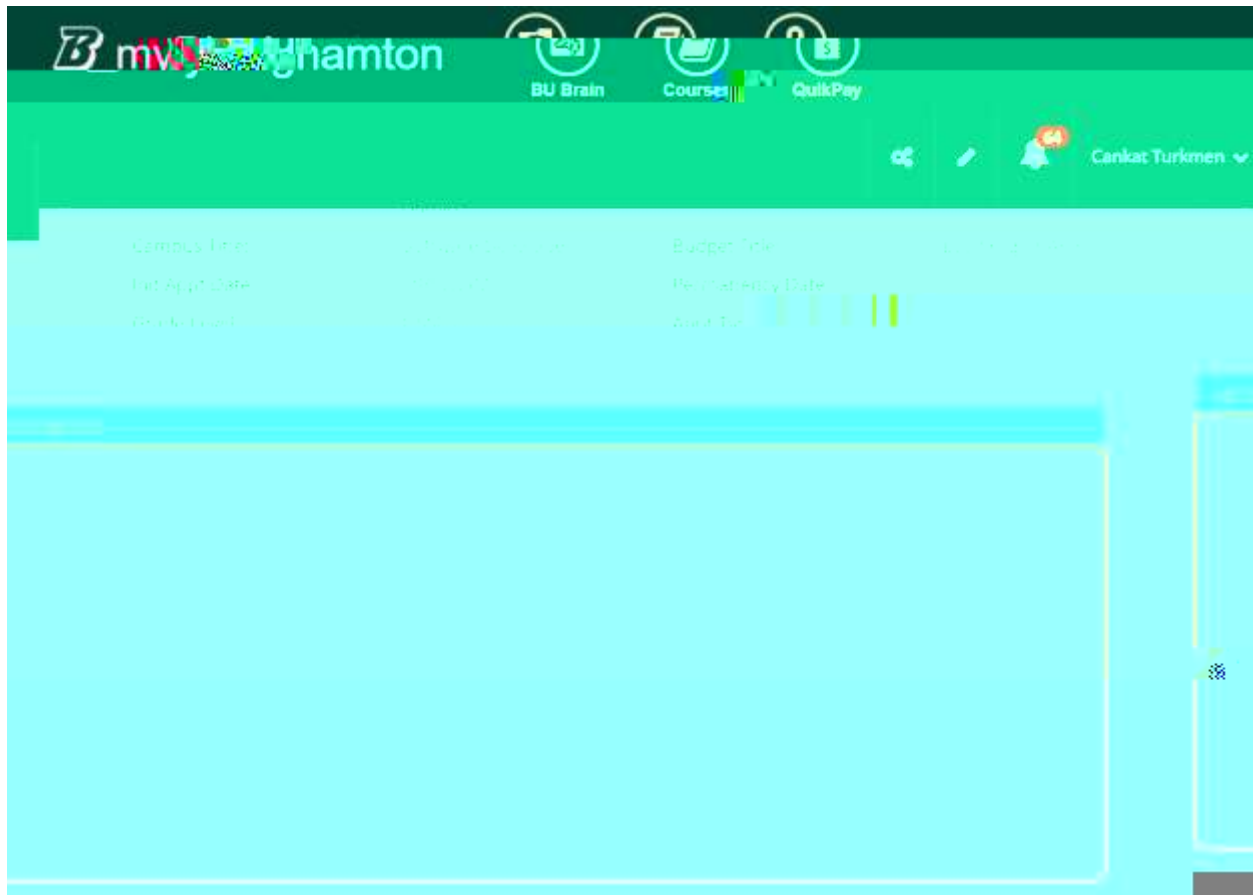


Submitting the document will automatically send an e-mail to the employee, and cc the supervisor.

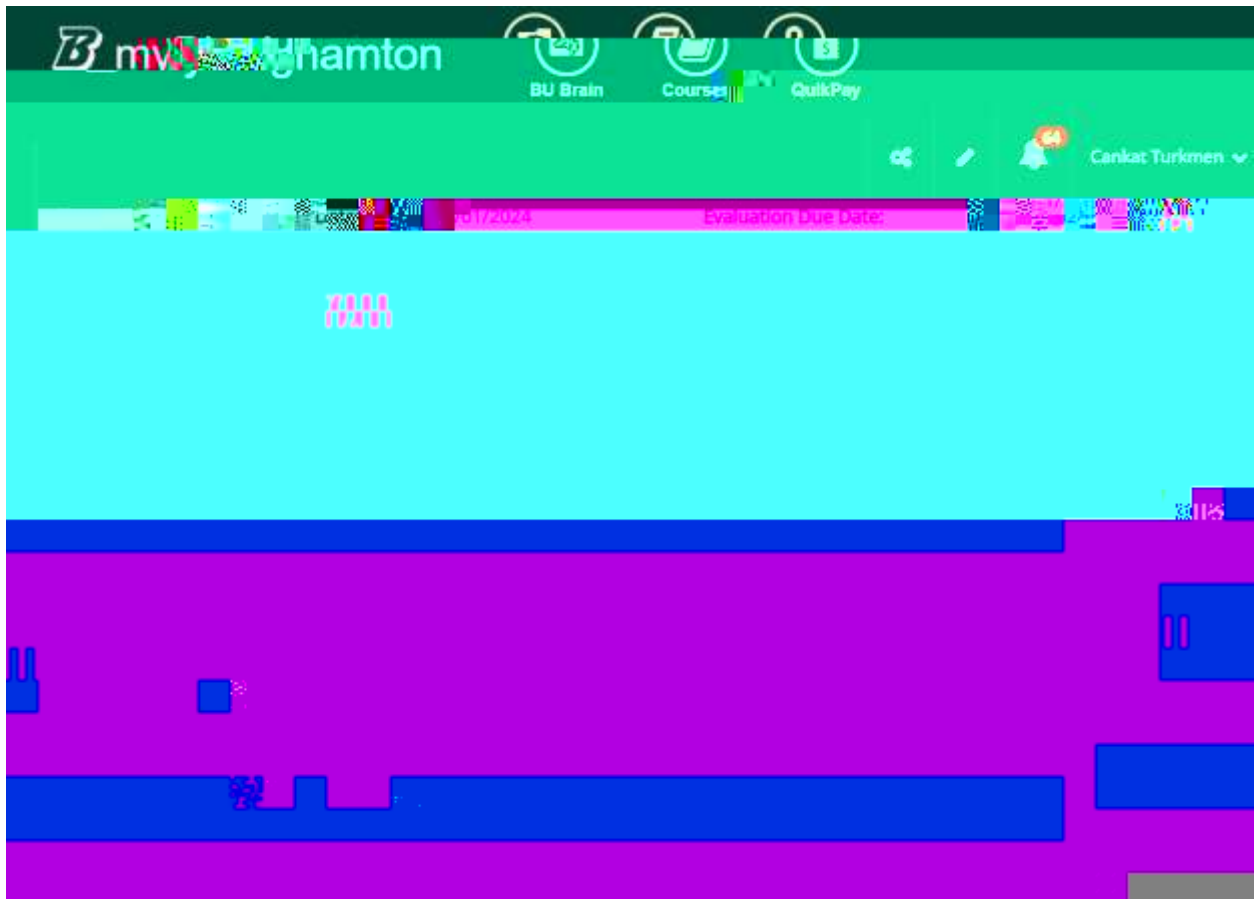


Step 6

Then, the employee should go to the "my documents" section. And choose the program that is submitted



After reviewing the document. The employee should Click on Confirm to send this document back to the supervisor



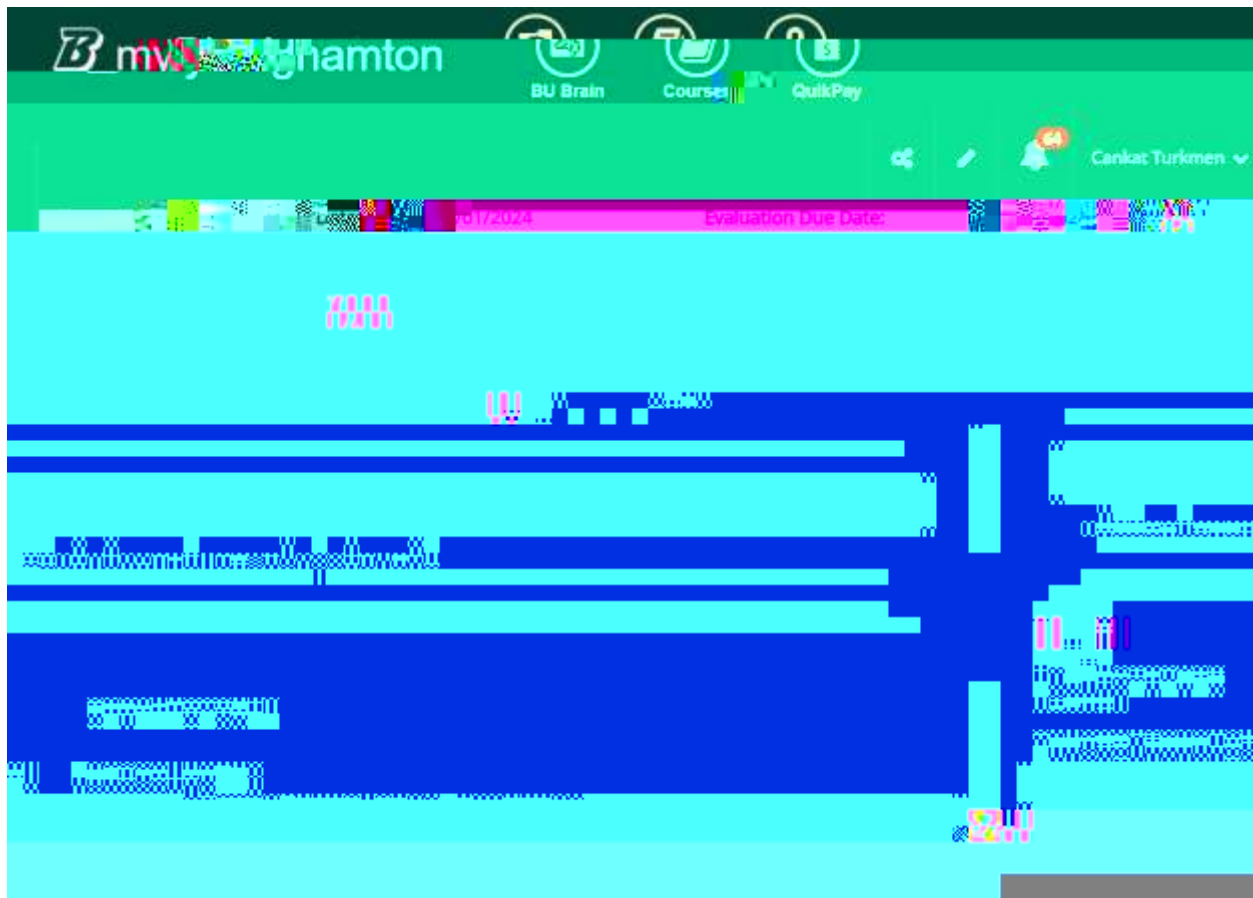
The employee should enter the initials to acknowledge that this document is reviewed with the supervisor

After the confirmation process, the supervisor should go back to the employee's documents. And click on the document that is confirmed.



Then, The supervisor should Click on Sign to approve the document

After this action, the document status will be "Approved"



This approving action will automatically send an e-mail to the employee.

