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!