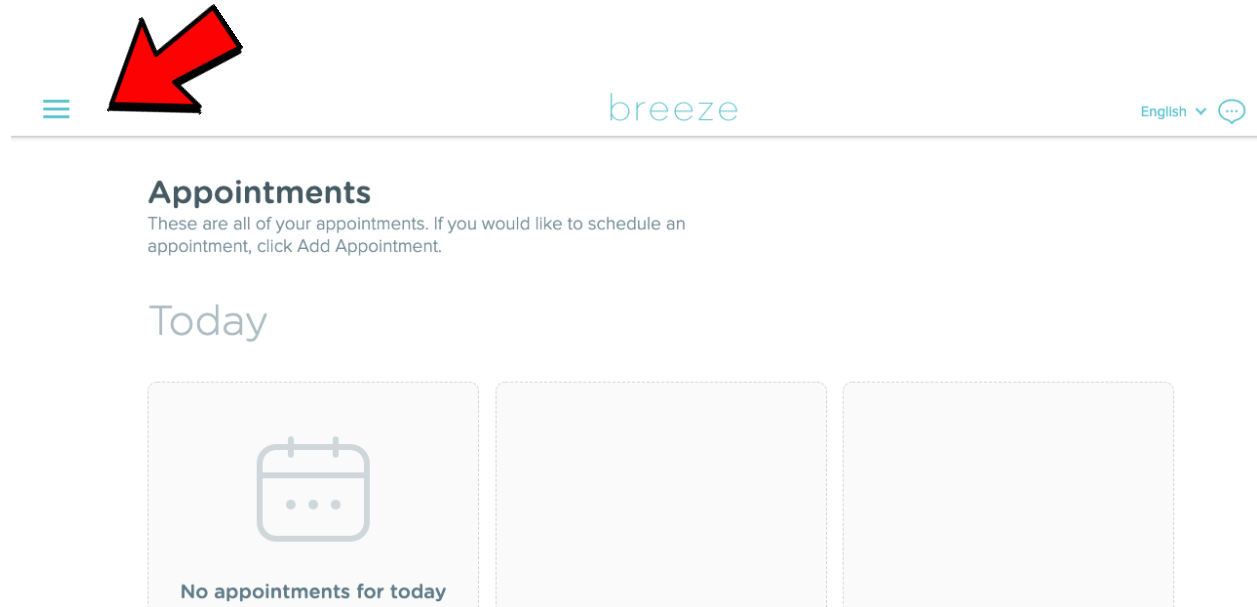
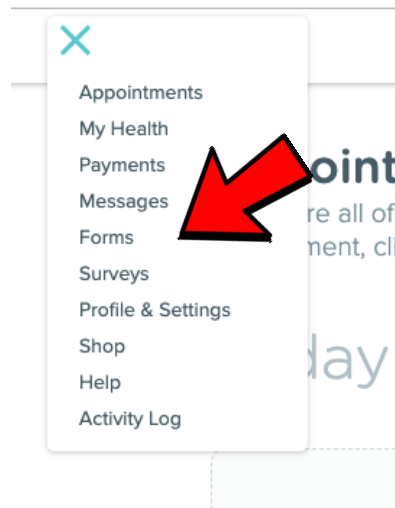


To Find Your Forms

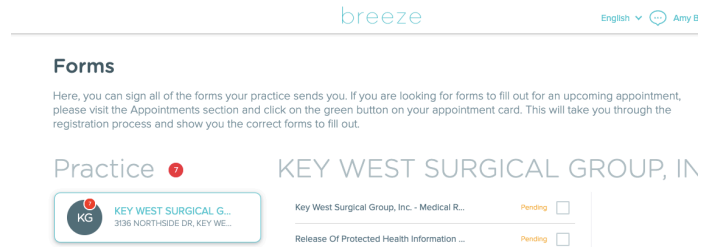
Click on the 3 lines at the top left of your screen



Click Forms



From here you will see all pending forms that need your review and completion



Additional Notes:

If you do not see your forms, you may need to log out and log back into the portal

Mandatory fields are outlined in red. If you are not able to move through the forms, look for items you may have missed outlined in red.

Some forms require a signature only. You may use your mouse cursor or finger to sign in the indicated areas