Instructions on Attaching Documents to EPA's

1. Click on the EPA Document Number to Open for Editing

   EPA Document: 0632661 (Cover sheet)
   Doc Fy: 2011
   Routing Document: EBR150432661
   Doc Status: In Routing
   Action is Effective From-To: 01/16/2011 - 03/31/2011
   Dept/SubDept: College of Education
   Department Name: EDUC
   Electronic Routing: Yes
   Source Balance Edits Overridden: No
   Override Budget: No
   Replace Prior Iteration(s): No
   Justification/Comments: Francis Gonzalez to be Program Assistant for BEST Program for Spring 2011
   Attachments:

2. Click on Reopen to Open the Document

   Search Employee Details Position Details Document Details Create Document
   EPA Document Number: 0632661
   Comments:
   Submit Recall Reopen Withdraw Cancel and Void

3. Click on Add Attachments to attach a document

   EPA Document: 0632661 (EPA Report) (Cover sheet)
   Doc Fy: 2011
   Routing Document: EBR150432661
   Doc Status: Open/Pty Office
   Action is Effective From-To: 01/16/2011 - 03/31/2011
   Dept/SubDept: College of Education
   Department Name: EDUC
   Electronic Routing: Yes
   Source Balance Edits Overridden: No
   Override Budget: No
   Replace Prior Iteration(s): No
   Justification/Comments: Francis Gonzalez to be Program Assistant for BEST Program for Spring 2011
   Attachments:

4. After you press Add Attachment a name box and file location box will appear, click Browse to find the file on your computer (file must be in PDF format)

   EPA Document Information
   EPA Document: 0632661 (EPA Report) (Cover sheet)
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   Add new attachment:
   Name: 
   File location: 
   Add Attachment Cancel
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5 A box will open, go to the location of the file you want to attach click on the file and open the file. The file will now appear in the file location box.

6 Enter name of document (for example: Budget Change Doc Tracking #) and press add attachment to add document.

7 The attached document will be highlighted in blue with the name you selected indicating you have successfully added the attachment.

8 When done with document validate and close as you normally would with any EPA transaction.