1. In your e-Payment Request notification email, there is a link to login to ePR – after logging in to ePR, you will be taken to the ePR Approvals tab, where your pending approval will be highlighted.

2. Prior to approval, you can view attachments of receipts, necessary documentation, and comments.

3. To approve, make sure the appropriate row(s) are highlighted & select Approve. If you select Reject, the ePR will return to the preparer.

NOTE: You may approve multiple rows at once, if you fulfill multiple required approvals.