# How-to Guide: Approver

**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.**