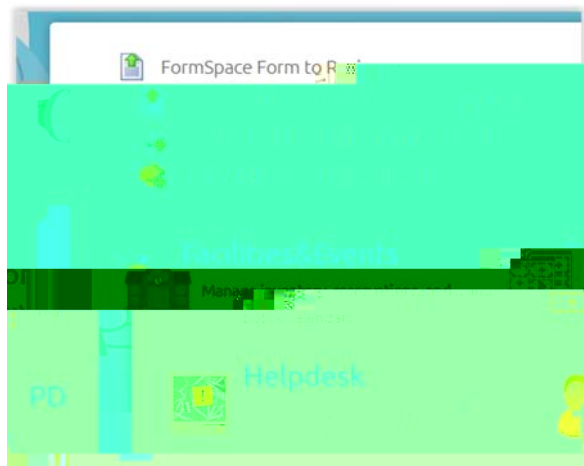
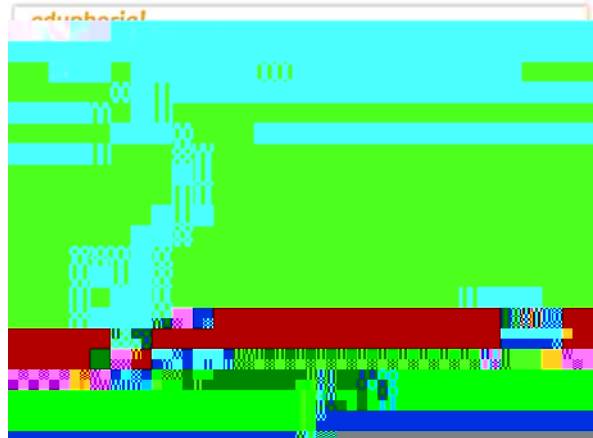


## Business Department

### Steps emailis notifying the Approver –

email, the Approver shall complete the following steps:

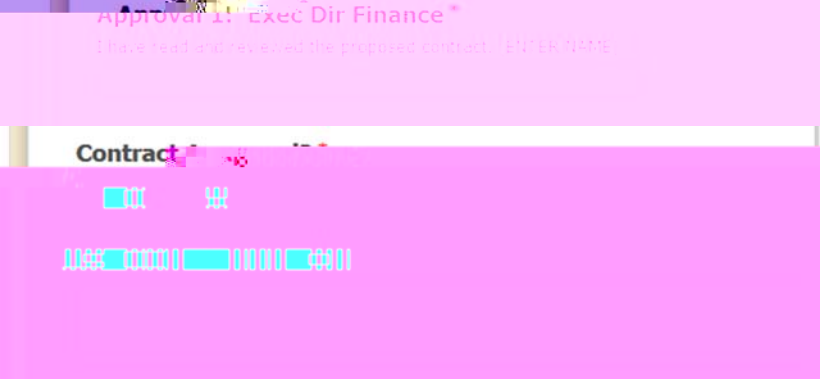
1. Go to <http://eduphoria.emsisd.net>



4. The Contract Form will appear
  - Review the information by **scrolling up/down** on the form
  - Review the contract, by clicking the **Paperclip Icon**
    - o You will be prompted to **Open** or **Save** the file, *choose your preference*



5. To Approve or Deny, click on **Page 2**
  - Enter **Name** (required)
  - Select **Yes** or **No** (required)
  - Enter **Comments** (optional)
  - Go to the **top toolbar**, click on **Approve** or **Deny** button
    - o *if Approve, click on **Approve** button once more*
    - o *if Deny, click on **Deny** button once more*



That's it, you're done. The form will automatically route to the next designated approver.

Questions regarding the contract review process, contact Michelle Ozuna, Assistant to the Chief Financial Officer at 817 232 0880, x2955 or X €) |%•vY \ B‡ËGM 0 à00 T f . 4 5 4 4 o r