Business Department **Steps email**is notifying the Approver – email, the Approver shall complete the following steps:

1. Go to http://eduphoria.ems isd.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
 - You will be prompted to Open or Save the file, choose your preference

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5. To Approve or Deny, click on Page 2	I have read and reviewed the proposed contract. IEVLER NAME
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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