

## How To: Invoice Approval Process

1. From the **Home Page** in E-Builder, on the upper right there is a search box. Through there you are able to search any project you are a part of.
2. Search the project you would like to start a process on and select it.
3. Once in the within project page, you will see a **Project Menu** on the left side of the screen. Under this menu select **Processes**
4. In the *processes* page of the project, on the top right corner click on the button that reads **Start Process**. This will trigger a pop-up with the entire list of processes available.
5. Click on the 4<sup>th</sup> option from the bottom: **70.00 Invoice Approval (INV)**
6. From there, the Invoice Approval process will load.
7. Please make sure to answer all questions with a red asterisk (\*) next to it; the system will not allow you to submit otherwise.
8. Once complete, make sure to click on **Submit** either at the bottom of the page, or at the top.

NOTE: If an error is given, search through the form and correct the error. Click on submit once again.