

Step	Action
1	Click the Evaluate an ePAF link.
2	Enter the desired information into the eForm ID field & click Search.
3	The Job Information page will display. Review the fields on this page and, if necessary, make changes to the appropriate fields.
4	Scroll to the bottom of the page. Click the vertical scroll bar.
5	Click the Next >> button.
6	The Compensation page will display. Review the fields on this page and, if necessary, make changes to the appropriate fields.
7	Click the Next >> button.
8	The Work Address page will display. Review the fields on this page and, if necessary, make changes to the appropriate fields.
9	Click the Next >> button.
10	The Finalize Form page will display. Scroll to the bottom of the page. Click the vertical scroll bar.
11	If necessary, attachments can be added under the File Attachments grid.
12	The Your Comment field is used to add remarks concerning the appointment (e.g., special notes to assist in the processing or clarification of details). Comments will not transfer into Job Data. They will remain on the ePAF. Once a comment is submitted, it cannot be edited or deleted. Comments can be viewed by all users with access to the ePAF and must be professional.
13	When you are finished reviewing the ePAF, click the appropriate action button. Submit: Sends the ePAF to the next person in the workflow. Close: Closes the ePAF and keeps it in your worklist for accessing at a later time.