Access EForms from the MWD IntraMet (<u>https://intramet.mwd.h2o/</u>): IntraMet → Applications → EForms

or via the **EForms Portal** (<u>https://mwdsocal.sharepoint.com/sit</u> <u>es/e-forms/SitePages/Home.aspx</u>)

<u>Note</u>: EForms now work in both Microsoft Edge and Google Chrome browsers.

Intramet Home Page +× \leftarrow C 6 https://intramet.mwd.h2o Ergonomic **APPLICATIONS** SRR Dashboard AP AUTOMATION Join the Health Safety Review Request session on erg APPLICATION GUIDES ASSET MANAGEMENT equipment set BDMS CONSERVATION Bernadette Workplace Violence EDMS Join Finance & Prevention Plan EFORMS years of servic ENTERPRISE GIS

 Click on Submit New EForm to search for the "professional". Click on the PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST EForm.

← C 🖒 https://mwo	Isocal.sharepoint.com/sites/e-forms/SitePages/Submit%20New%20E
📰 🧒 SharePoi	nt
BROWSE PAGE PUBLISH	TEMS LIST
EForms Management	EForms Portal Submit New EForm
Home	Below is list of all the available EForms. Use the
Submit New EForm	number, or other keywords.
My EForm Submissions	
My Tasks	professional ×
My Favorite EForms	Link to New Form Form No
Have a question? (FAQ)	Professional Development Reimbursement 2289
Report a Problem (IT	Request

- 3. Enter the requested Expense information, adding new rows as necessary:
 - Bargaining Unit
 - Item Description
 - Purchase Date
 - Cost
- 4. Enter a general **Business Justification** for the items.
- 5. Follow the instructions on the EForm: Sign, attach receipts for all listed items, & **submit to manager for approval** (manager will forward to Human Resources for processing).