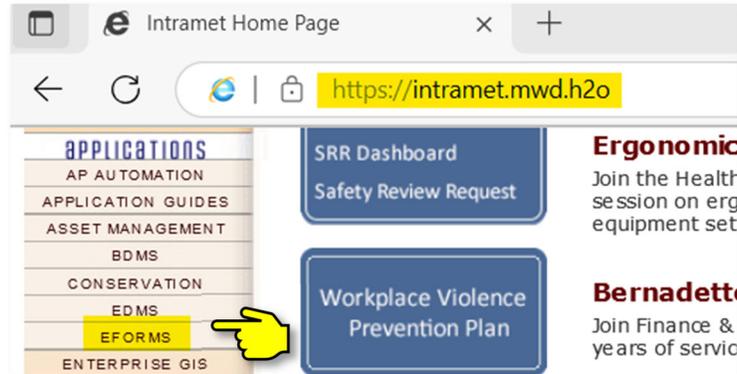


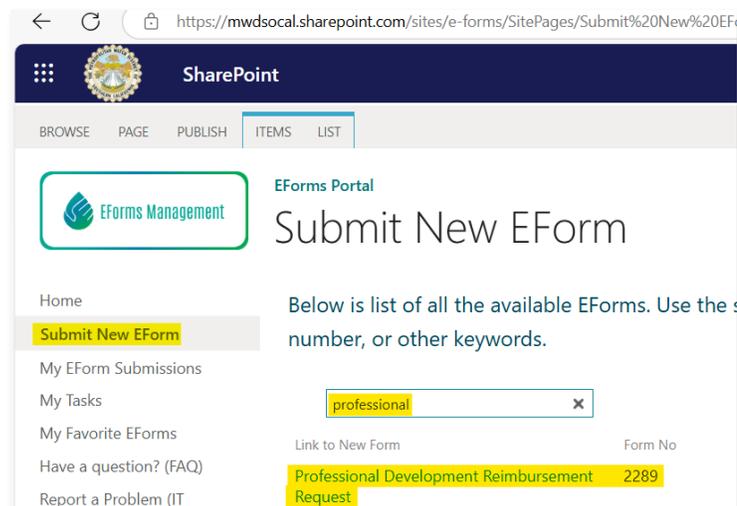
1. Access **EForms** from the MWD **IntraMet** (<https://intra.met.mwd.h2o/>):
IntraMet → Applications → EForms

or via the **EForms Portal** (<https://mwdsocial.sharepoint.com/sites/e-forms/SitePages/Home.aspx>)

Note: EForms now work in both Microsoft Edge and Google Chrome browsers.



2. Click on **Submit New EForm** to search for the “**professional**”. Click on the **PROFESSIONAL DEVELOPMENT REIMBURSEMENT REQUEST** EForm.



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).