Informed K12 Employee Guide Personal Expense Reimbursement





Castaic USD is going paperless! To fill out forms online using Informed K12, all you need is a link.

Informed K12 accounts are by admins who track and approve forms.

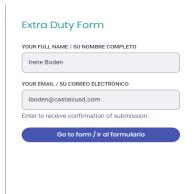
How do I fill out and submit a form?

- Start your form
 - Extra Duty Timesheet
- Enter your Name and Email
 Click on Go to form to begin filling it out...
- Fill out all required fields.

Red Fields are required.

Yellow Fields are optional.

At the top of each form you may also:



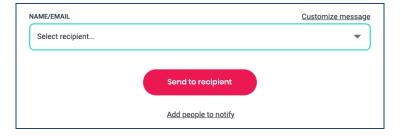




- o Add Attachments: Some forms may require or allow you to **add attachments** from your deceive
- View or print a blank copy of the form for your records
- Save your progress and be emailed a link to access your form again, and submit it at a later time.
- Ready to send? Click the red "Submit form" button, select your recipient and you're done.

Submit form / Enviar formulario

- Click "Customize message" to add a personal note in the email to the next recipient.
- "Add people to notify" to CC a copy to another email address.



IMPORTANT!

You will **receive an email with a link** to see your form once you submit it. Use this link to **track the progress of your form**.

You will **also receive an email when your form** completes all approval steps.