Approving Documents

1. Open MyWashburn

2. Type your username and password into the appropriate areas and press the Login button.

3. Click on the Finance tab.

4. Find the Approve Documents link under the Finance channel.
5. Enter your User ID and the Document Number (not required). Then select to either view the Documents for which you are the next approver or All documents which you may approve and click the Submit Query button.

6. Click either the Approve or Disapprove link as needed. Click the Document Number to view the document. Click the History link to view the document’s approval history.

7. If you click the Disapprove link, you will be asked to confirm this disapproval.