



Submitting ePayment Requests

Requestor User Guide

IT Services | Financial Services



THE UNIVERSITY OF
CHICAGO

Table of Contents

Types of Payments	3
Starting a Request	4
Contact and Vendor Information	5
Special Handling Information	6
Non-Travel Payment Request Details	7
Travel Advance Payment Details	9
Travel Expense Domestic Payment Details	11
Travel Expense International Payment Details	13
Petty Cash Payment Details	15
Attaching Supporting Documentation	16
What Happens After You Submit a Request?	18
Where to Go for Help	19

For this guide, screen shots are of the web-based, ePayment form captured in Mozilla Firefox on a Windows XP platform.

This guide is designed for persons who submit ePayment requests for their units.

Types of Payments

Type of Request	What is it?	Who can be paid?	What are the rules and restrictions?
Non-Travel Payment	Any payment request that does not involve travel expenses or a purchase order (PO). This type of payment can be used to pay for services and expenses to vendors, suppliers, contractors, employees, students, and others.	<ul style="list-style-type: none"> • Vendor • Supplier • Independent Contractor • U of C Employee • U of C Student • Other 	Requests over \$75 require documentation such as an invoice or receipt.
Petty Cash Reimbursement	Payment request to allow staff to restock the money in their petty cash fund. Petty cash is a small amount of discretionary funds in the form of cash used for expenditures where it is not sensible to make the disbursement by check.	U of C Employee only	This option should only be used by staff permitted to manage a petty cash fund.
Travel Advance	A request for funds in advance to pay travel costs. Should be used in limited circumstances to advance funds for University related business.	<ul style="list-style-type: none"> • U of C Student • U of C Employee • Visitor 	An advance should only be used when the use of the GEMS card is not feasible.
Travel Expense Domestic	Used to pay transportation, lodging, meals, and incidentals incurred on university-related travel to locations within the U.S. Use this request mainly to reimburse travel for all non-employees. Employee travel must be reported through GEMS.	<ul style="list-style-type: none"> • U of C Student • U of C Employee • Visitor 	<p>University travel is defined as business conducted greater than 50 miles from the University's campus.</p> <p>Requires receipts for all expenses over \$75, for any business meals—no matter the expense—and all lodging expenses.</p>
Travel Expense International	Used to pay transportation, lodging, meals, and incidentals incurred on university-related travel to locations outside the U.S. Use this request mainly to reimburse travel for all non-employees. Employee travel must be reported through GEMS.	<ul style="list-style-type: none"> • U of C Student • U of C Employee • Visitor 	Requires receipts for all expenses over \$75, for any business meals—no matter the expense—and all lodging expenses.

Starting a Request

The ePayment system uses a Shibboleth login, which means you only need to login once. You will stay logged in until you close all of your browser windows.

1. Go to <https://epayment.uchicago.edu>
2. Type your CNet ID and password.

Remember, your CNetID password is case sensitive.

3. Press **Enter** or click **Login**.

Note: Once you are logged into the system, you cannot log out from the screen. To log out, close all of your browser windows.

You should see the Payment Request Form as shown:

4. Select 'Who are you paying?'
5. Select 'What Type of Payment?'
6. Click **Continue**.

Notes:

If you select Supplier/Vendor or Independent Contractor for the payee, you can only select Non-Travel Payment Request as type of payment. Travel related payments can only be made to employees, students, visitors and others.

Authorized employees can only select Petty Cash as a payment type to replenish the petty cash fund for their departments or units.

Contact and Vendor Information

Begin filling out the Payment Request Form. All fields marked with a red asterisk * are required.

- For Contact Name, leave yourself unless you are completing the request for someone else. If so, enter that person's name instead.
- Include Contact Number (you may use the 5-digit internal university number phone number).
- For Vendor, perform a vendor search:
 - If you know the vendor number, type in the complete number in the **Vendor Number** field and click **Vendor Search**. You cannot search on a partial vendor number.
 - If you do not know the vendor number, search on vendor name. Type an asterisk (*), which is a wildcard, and then the first four or five letters of the vendor name followed by another asterisk (*). Click **Vendor Search**.

Note: The vendor (payee) may be a company or a person such as faculty or staff member, student, or visitor. If the vendor is a student, only authorized full time staff members are able to retrieve address look-up information. If look-up information is not available, you must provide the name in the form.

The form displays the Vendor Remit to Search Results which is a list of vendors that match your search letters.

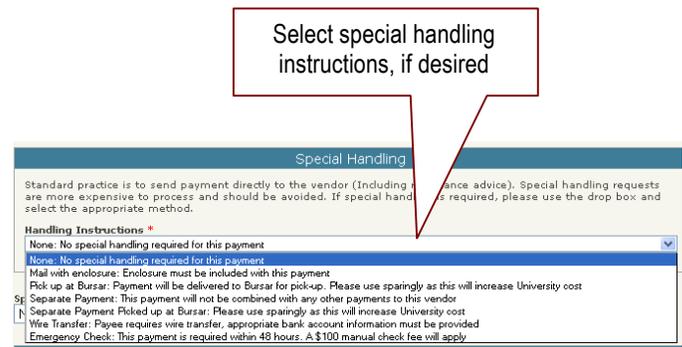
- If the precise vendor name is on the list and the *full mailing address is correct*, click the **Select** button to the right of it. Address is the key field for matching the vendor.
- If you cannot find your exact vendor and mailing address, type the full name of your vendor in the **Vendor Name** field at the bottom of the form, then click the **No Match** button. This will enter the vendor on your form. The back office will use this entry to either create a new vendor or locate a vendor match for your entry. You may also need to attach a W9 form for any new vendor.
- For **Check Description**, enter a name, department, customer number, order number, member I. D., or other pertinent information. Be brief; this field is limited to 20 characters. The information will appear on the check stub. This field is required.

Vendor Name	Address	City	State	ZIP	Select
ROGER WILLIAMS HOSPITAL	MEDICAL ONCOLOGY 593 EDDY ST, GEORGE 302	PROVIDENCE	RI	0290	Select
ROGER WILLIAMS UNIVERSITY	SCHOOL OF LAW TEN METACOM AVENUE	BRISTOL	RI	02809	Select
ROGERS & HAMMERSTEIN ORG, THE	1065 AVE OF THE AMERICAS 2400	NEW YORK	NY	10018	Select
ROGERS & HARDIN LLP	229 PEACHTREE ST STE 2700 INTERNATIONAL TOWER	ATLANTA	GA	30303	Select
ROGERS ATHLETIC	BOX 232054 2054 MOMENTUM PL	CHICAGO	IL	60689	Select
ROGERS AUTO GROUP	2720 S MICHIGAN AVE	CHICAGO	IL	60616	Select
ROGERS COLERIDGE AND WHITE LTD	20 POWIS MEWS #**	LONDON	98	F	Select
ROGERS CORP	DEPT CH 19027	PALATINE	IL	60055	Select
ROGERS, ANDREA ELIZABETH	14846 S WENTWORTH	DOLTON	IL	60419	Select

Special Handling Information

Special handling options allow you to indicate how you want the payment to be disbursed and if it is an emergency payment. If you do not change this option, a check will be mailed to the vendor’s (payee’s) address. Emergency payments will be charged \$100 against the paying account.

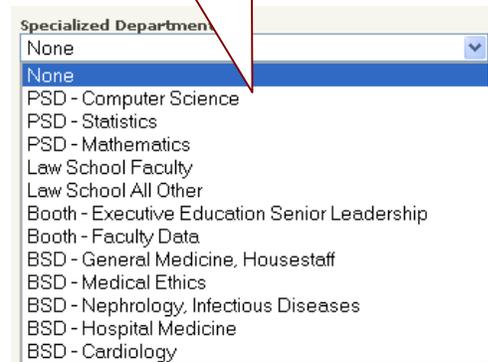
1. Select any **Special Handling**, if applicable, by selecting an option from the list. (See definitions in table below.)
2. For **Specialized Department**, select any of the departments you would like to include in the review for this request. *If selected, the department will review the request before it is sent to the authorized signer.*
3. For **Courtesy Forward**, if you want to forward a notice of the request to another employee, type the employee’s email address in this field. This employee cannot act upon your request, and will only be advised of your activity. You must provide a valid and complete email address.



Once you have completed the vendor and special handling information, you will need to fill out the payment request. The information required will vary depending on the type of payment you are requesting. Go to one of the following sections to continue the entry process:

- **Non-Travel Payment** details, page 7
- **Travel Advance Payment** details, page 9
- **Travel Expense Domestic Payment** details, page 11
- **Travel Expense International Payment** details, page 13
- **Petty Cash Payment** details, page 15

Select one of these departments if you would like them to review the request



Special Handling Option	Definition
None...	Check will be mailed to the address of the vendor and you can include an enclosure. An enclosure might be an invoice.
Mail with enclosure: Enclosure must be included with this payment	Select this option if you want to include an enclosure such as an invoice or letter to be mailed with the check. You must attach or fax you enclosure document with this payment request. Include the control number at the top of the page on all enclosures.
Pick up at Bursar: Payment will be delivered to Bursar for pick-up. Please use sparingly as this will increase University cost	You must provide your phone number. <i>You should not include an enclosure with this request.</i>
Separate Payment: This payment will not be combined with any other payments to this vendor	Use this if you want to send a separate check for each payment.
Separate payment Picked up at Bursar: Please use sparingly as this will increase University cost	Use this if you want a separate check for each payment to be held at Bursar
Wire Transfer: Payee requires wire transfer, appropriate bank account information must be provided	This payment will be made electronically. Use only with vendors who allow electronic payment
Emergency Check: This payment is required within 48 hours. A \$100 manual check fee will apply	Use this only if payment must be expedited within two days. A \$100 manual check fee will be charged to the given account number.

Non-Travel Payment Request Details

Payment Detail Line Required Fields *

Account Number *	Expense Type *	Sub Account *	Dept. Reference Number	Amount *	Invoice #	Invoice Date	Invoice Due Date
	-Select-						

Authorized Signer *

Update Check Total

220011				2/2/2011	\$250.00	Edit	Delete
				Payment Request Total	\$250.00		

Payment Summary

Account Number	Sub Account	Amount
220011	4900	\$250.00
Total		\$250.00

General Comments

By checking this box, I certify that attached documentation is not required to support this check request.

Proceed to Next Action

Requirements for Payment Details will vary according to the Payment Type. For Non-Travel Payment Requests, follow these steps:

1. Enter the **Account Number** to which the expense will be charged.
2. Select the **Expense Type** from the drop down. This will automatically populate the **Sub Account Number**. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.
3. Enter the payment **Amount** (ex: 1150.00).
4. Enter any other details you can provide on Dept. Reference Number, Invoice Number, Invoice Date, and Invoice Due Date, as appropriate.
5. *Carefully* select the most appropriate **Authorized Signer** from the drop down. This selection list will populate according to the account number. *You must have approval from one of the authorized signers on the account.*
6. Click the **Update Check Total** button.

The payment information will appear in the Check Total box. You can insert additional payments to the same vendor by repeating steps 1-6 above. You can assign another payment to a different account number, and you can select a different authorized signer.

7. Enter any **General Comments** (optional).
8. If you have completed all necessary information, click **Proceed to Next Action**.

9. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

Travel Advance Payment Details

The screenshot shows the 'Travel Advance Payment Details' form. At the top, there is a header 'Travel Advance Payment Details' and a sub-header 'Payment Detail Line Required Fields *'. The form contains several fields: 'Account Number *', 'Expense Type *' (a dropdown menu), 'Sub Account *', 'Purpose Type *' (a dropdown menu), and 'Amount *'. A callout box points to these fields with the text 'Enter required Acct #, Exp Type, and Amount, and any optional information'. Below these fields is the 'Authorized Signer *' dropdown menu, with a callout box pointing to it that says 'Select an Authorized Signer'. A button labeled 'Update Check Total' is located below the 'Authorized Signer' dropdown, with a callout box pointing to it that says 'Click Update Check Total'. The form also includes a 'Payment Summary' table with a 'Total' of '\$0.00', and a section for 'Approximate From Travel Date', 'Approximate To Travel Date', 'Country Name & Code' (a dropdown menu), and 'General Comments' (a text area). The 'Advance Total' is shown as '\$0.00'.

If you are submitting a Travel Advance, do the following:

1. Type in the **Account Number**.
2. Select an **Expense Type** from the drop down. This selection will automatically populate the Sub Account field. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.
3. Select a **Purpose Type** from the drop down.
4. Type in the **Amount**.
5. Select an **Authorized Signer** from the drop down. This selection list will populate according to the account number. *You must have approval from one of the authorized signers on the account.*
6. Click **Update Check Total**.

The payment information will appear in the Check Total box. You can insert additional payments to the same vendor by repeating steps 1-6 above. You can assign another payment to a different account number, and you can select a different authorized signer.

7. Enter the **Approximate From Travel Date** and **Approximate To Travel Date** using MM/DD/YYYY format.
8. Select the destination **Country Name & Code** from the drop down.
9. In the **General Comments** field enter a business reason for the advance.

10. If you have completed all necessary information, click **Proceed to Next Action**.
11. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

Travel Expense Domestic Payment Details

The screenshot shows a web form titled "Travel Expense Payment Details". At the top, it says "Payment Detail Line Required Fields *". The form has several input fields: "Account Number *", "Expense Type *" (a dropdown menu currently showing "-Select-"), "Sub Account *", "Date *", "Provider", and "Amount *". Below these fields is an "Authorized Signer *" dropdown menu. At the bottom left of the form is a button labeled "Update Check Total". Three red callout boxes with arrows point to specific parts of the form: one points to the top row of fields with the text "Enter required Acct #, Exp Type, Date, Amount, and an optional Provider"; another points to the "Authorized Signer" dropdown with the text "Select an Authorized Signer"; and a third points to the "Update Check Total" button with the text "Click Update Check Total".

If you are submitting a Travel Expense Domestic, do the following:

1. Type in the **Account Number**.
2. Select an **Expense Type** from the drop down. This selection will automatically populate the Sub Account field. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.

Depending on the Expense Type you select, the required information may be different. Use the following steps only as a general guideline on completing the remaining fields.

3. Type in a **Date** in MM/DD/YYYY format or choose the date from the pop-up calendar.
4. Type in a **Provider** (this is optional).
5. Type in the **Amount**.
6. Select an **Authorized Signer** from the drop down. This selection list will populate according to the account number. *You must have approval from one of the authorized signers on the account.*
7. Click **Update Check Total**.

The payment information will appear in the Check Total box. You can insert additional payments to the same vendor by repeating steps 1-6 above. You can assign another payment to a different account number, and you can select a different authorized signer.

Check Total											
No Payment Details Have Been Entered											
Expense Total \$0.00											
<table border="1"> <thead> <tr> <th colspan="2">Payment Summary</th> </tr> </thead> <tbody> <tr> <td>Sub Total</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Encumbrance Number</td> <td><input type="text"/></td> </tr> <tr> <td>Encumbrance Amount</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table>		Payment Summary		Sub Total	\$0.00	Encumbrance Number	<input type="text"/>	Encumbrance Amount	\$0.00	Total	\$0.00
Payment Summary											
Sub Total	\$0.00										
Encumbrance Number	<input type="text"/>										
Encumbrance Amount	\$0.00										
Total	\$0.00										
Departure Date <input type="text"/>	Return Date <input type="text"/>										
Destination City <input type="text"/>											
Country Name & Code UNITED STATES OF AMERICA <input type="text"/>											
Purpose <input type="text"/>											
General Comments <input type="text"/>											

Once the check is updated, you will need to provide some additional information in the Check Total section.

8. If you want to encumber all or part of the payment, enter an **Encumbrance Number** and/or an **Encumbrance Amount** in those fields.
9. Type in the **Departure Date** and **Return Date** in MM/DD/YYYY format.
10. Type in the **Destination City**.
11. Enter a **Purpose** and **General Comments** (optional fields).
12. If you have completed all necessary information, click **Proceed to Next Action**.
13. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

Payment Summary	
Sub Total	\$0.00
Encumbrance Number	<input type="text"/>
Encumbrance Amount	\$0.00
Total	\$0.00

Travel Expense International Payment Details

The screenshot shows a web form titled "Travel Expense Payment Details". At the top, it says "Payment Detail Line Required Fields *". The form has several input fields: "Account Number *", "Expense Type *" (a dropdown menu currently showing "-Select-"), "Sub Account *", "Date *", "Provider", and "Amount *". Below these is an "Authorized Signer *" dropdown menu. At the bottom left is a button labeled "Update Check Total". Three red-bordered callout boxes provide instructions: one points to the top row of fields with the text "Enter required Acct #, Exp Type, Date, Amount, and an optional Provider"; another points to the "Authorized Signer" dropdown with the text "Select an Authorized Signer"; and a third points to the "Update Check Total" button with the text "Click Update Check Total".

If you are submitting a Travel Expense International, do the following:

1. Type in the **Account Number**.
2. Select a **Expense Type** from the drop down. This selection will automatically populate the Sub Account field. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.

Depending on the Expense Type you select, the required information may be different. Use the following steps only as a general guideline on completing the remaining fields.

3. Type in a date in MM/DD/YYYY format or choose the date from the pop-up calendar.
4. Type in a **Provider** (this is optional).
5. Type in the **Amount**.
6. Select an **Authorized Signer** from the drop down. This selection list will populate according to the account number. *You must have approval from one of the authorized signers on the account.*
7. Click **Update Check Total**.

The payment information will appear in the Check Total box. You can insert additional payments to the same vendor by repeating steps 1-6 above. You can assign another payment to a different account number, and you can select a different authorized signer.

Once the check is updated, you will need to provide some additional information in the Check Total section.

8. If you want to encumber all or part of the payment, enter an **Encumbrance Number** and/or an **Encumbrance Amount** in those fields.
9. Type in the **Departure Date** and **Return Date** in MM/DD/YYYY format.
10. Type in the **Destination City**.
11. Select the **Country Name & Code** from the drop down.
12. Enter a **Purpose** and **General Comments** (optional fields).
13. If you have completed all necessary information, click **Proceed to Next Action**.
14. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

Check Total

220011	7300	Airfare, Standard Coach	11/14/2011 United Airlines	\$780.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Expense Total \$780.00					

Payment Summary		
Account Number	Sub Account	Amount
220011	7300	\$780.00
Sub Total		\$780.00
Encumbrance Number	<input type="text"/>	
Encumbrance Amount	\$0.00	
Total		\$780.00

Departure Date <input type="text" value="11/14/2011"/>	Return Date <input type="text" value="11/17/2011"/>
Destination City <input type="text" value="Dublin"/>	
Country Name & Code <input type="text" value="IRELAND"/>	
Purpose <input type="text" value="training mission"/>	
General Comments <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	

By checking this box, I certify that attached documentation is not required to support this check request.

Petty Cash Payment Details

Payment Detail Line Required Fields *

Account Number *	Expense Type *	Sub Account *	Receipt Number	Description	Date	Amount *
<input type="text"/>	-Select-	<input type="text"/>				

Authorized Signer *

Select an Authorized Signer

Enter required Acct #, Exp Type, and Amount, and optional Receipt Number, Description and Date

Click Update Check Total

If you are submitting a Petty Cash Payment, do the following:

1. Insert yourself as the Vendor and include “reimbursement” as the Check Description.
2. Type in the **Account Number**.
3. Select an **Expense Type** from the drop down. This selection will automatically populate the Sub Account field. You can modify the sub account number if necessary, but beware that any combination of account and subaccount numbers must match GSE table to be considered valid. Invalid combinations will be rejected.
4. Select a **Purpose Type** from the drop down.
5. Type in the **Amount**.
6. Select an **Authorized Signer** from the drop down. This selection list will populate according to the account number. You must have approval from one of the authorized signers on the account.
7. Click **Update Check Total**.

The payment information will appear in the Check Total box. You can assign another reimbursement to a different account number, and you can select a different authorized signer.

Check Total

Petty Cash Total \$0.00

Petty Cash Fund Value *
\$0.00

Cash on Hand *
\$0.00

General Comments

Cash Fund Value minus Cash on Hand must equal amount of request

8. Type in your **Petty Cash Fund Value** and **Cash on Hand**. The Petty Cash Fund Value is the maximum amount for the fund. The Cash on Hand is the actual amount. The Petty Cash Fund Value minus the Cash on Hand must equal the amount of your reimbursement request.
9. Enter any **General Comments** (optional).
10. If you have completed all necessary information, click **Proceed to Next Action**.
11. If you are not finished, but would like to save the request for later, click **Save Payment Request**. If you click the Save option, you will receive an email that contains the link to the request so you may access it again when you are ready to complete it.

Attaching Supporting Documentation

After you complete all required fields and any optional fields on the request form, and you select Proceed to Next Action, you will be given an opportunity to attach supporting documentation. You will need to be sure to attached any required supporting documents including invoices, receipts, W-9s, debarred vendor forms, utility bills, or other attachments necessary to support your payment request. Also, if required, attach any enclosures to be mailed with the check. *Do not attach enclosures for travel-related or petty cash reimbursements. Do not attach enclosures for any checks for pick up at the Bursar’s Office.*

You can attach documents in two ways: by uploading document files or by faxing the documents.

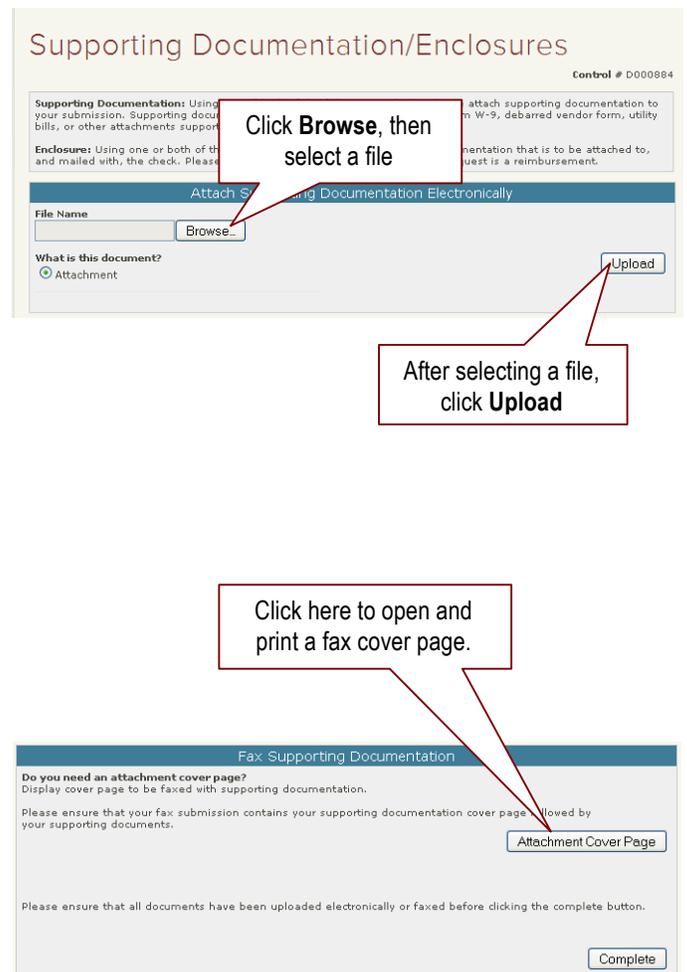
Upload PDF files

Use this option if you have documents in file format (e.g., .pdf, .txt, .doc, .xls, etc.) of the documents saved on a drive, or you created PDFs through scanning.

1. Click **Browse**.
2. Search your folders for the document, select the document, then click **Open**.
3. Select whether the document is an Attachment or Enclosure. If the request is for a reimbursement, you will only have the option to select Attachment. To include an enclosure, you would have needed to select the “Mail with enclosure” special handling option. Include the control number at the top of the page on all enclosures.
4. Click the **Upload** button.
5. To attach any additional documents, repeat steps 1-4 above.
6. When you are finished attaching all documents, for the question “I certify that I am not attaching any documentation to support this check request,” select **No**.
7. Click the **Complete** button. You will see a Payment Request Complete message that includes a link to enter an additional check request.

Fax the documents

1. Click the **Attachment Cover Page** button. The page will open in Adobe Acrobat Reader.
2. Print the page.
3. Fax your documents including the Attachment Cover Page on top, to the number shown on the cover page.



4. When you are finished attaching all documents, for the question “I certify that I am not attaching any documentation to support this check request,” select **No**.
5. Click the **Complete** button. You will see a Payment Request Complete message that includes a link to enter an additional check request.

If you are not attaching any documents, click the **Yes** option for the question “I certify that I am not attaching any documentation to support this check request.”

After you complete a request, you will receive an email notification.

The notification will include a control number for your request, which is generated automatically by the system. It will also contain a link to a status page where you can view the statuses of all your active requests.

Click the link to view your Check Request History.

Payment Request Successfully Entered

For your reference, the Control Number of this request is: **0000101**
 Your check request has been successfully entered into the system. Please choose from the following options, or close this web page.

[Enter additional check request](#)
[View Request Status Summary](#)

Click this link to see the status of your requests

Click this link to enter another payment request

Control Number

Your ePayment request has been successfully submitted.
 ePayment Request Control Number: D001261
 You may view the status of your request by going to:
<https://non-podev.uchicago.edu/nonpo/status.aspx>
 For assistance, please contact ePayment@uchicago.edu or 773-702-xxxx

Click this link to view the status of the request

A status screen shows your request history

Purchasing & Payment Services

Check Request History

Open Payment Requests			
Control #	Request Status	Request Amount	Request Date
D001261	WAITING FOR ATTACHMENTS AND/OR ENCLOSURE	\$100.00	2/13/2012 3:10:26 PM
D001260	WAITING FOR ATTACHMENTS AND/OR ENCLOSURE	\$100.00	2/13/2012 3:09:40 PM
D001259	WAITING FOR ATTACHMENTS AND/OR ENCLOSURE	\$200.00	2/13/2012 3:07:07 PM
D205233	LAB SCHOOL REVIEW	\$425.00	2/13/2012 10:06:33 AM
D277017	LAB SCHOOL REVIEW	\$2,204.30	2/10/2012 3:44:42 PM
D001185	AUTHORIZE SIGNER REVIEW	\$525.00	2/6/2012 9:42:07 AM
D001105	SAVED	\$565.00	1/31/2012 2:34:32 PM

Complete Payment Requests

You do not have any completed check requests.

IMPORTANT LINKS

[New Request Form](#)

[Submitted Requests](#)

[IRS](#)

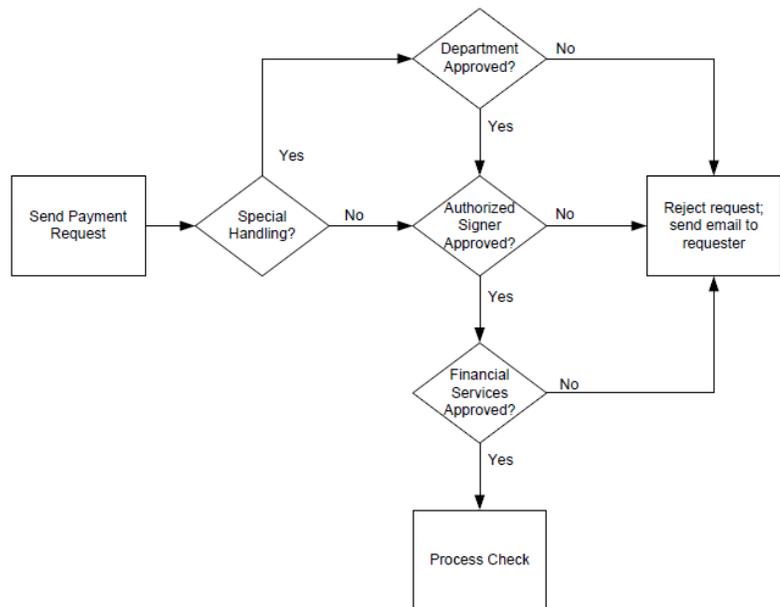
www.gsa.gov

[Google](#)

What Happens After You Submit a Request?

After your request is submitted, it enters a workflow determined according to type of payment request, account number, sub-account number, authorized signer selected, and any specialized department you may have selected. The authorized signer or specialized department personnel will receive an email notification that your request is awaiting approval.

If there is any problem with your request, it may be rejected at any point in the approval chain. For instance, it may be rejected by the authorized signer, by a specialized department, or by Financial Services. If this happens, you will receive an email notification with a link to your request. By clicking the link you can access the request again if you need to make a correction or add information. Then you can resubmit the request following the same procedure you used to submit the original request.



If you are required to make a correction to the request—

1. On the rejection email notification, click the link in the email message.
2. If necessary, log into the application by using your CNetID and password.
3. Make any necessary changes to the request, attach any missing documentation, and click **Complete**.

Where to Go for Help

If you need assistance with an ePayment request, contact ePayment@uchicago.edu.

You can find out more about this program and other financial services by visting <http://finserv.uchicago.edu>