Education Assistance Reimbursement Processing

A. To access the **Education Assistance Application** when you are ready to submit a payment request, complete the following steps:

1. Log into OnBase using the Web Client
2. **Click** on the **hamburger** (three blue horizontal lines) in the upper left-hand corner.
3. Scroll down and select **Open Workflow**.
4. Scroll down and **click on the arrow** to the left of **Education Assistance Application Process**.
5. Click on **Education Assistance - Originating Employee**.

B. The Education Assistance Application form will appear in the bottom half of the screen.

C. When you have completed the course(s), click on the **Attach Education Assistance Supporting Documents - Receipts and Grades** button, and attach the following receipts and reports:

1. Receipts for tuition, books, challenge fees, other fees
2. An official grade report

D. Click on the **Save** button to save the attachments to the form.

E. Click on the **Forward to Reimbursement Processing** button located at the bottom of the screen to send the form to the Risk Analyst who will verify the attachments.

F. If criteria is met, the Risk Analyst will submit the request for reimbursement.