Approve via Email

Approvers will receive an email notification for each invoice that needs their approval.

1. Approvers may approve the invoice by clicking the green **Accept** button.
   a. To review attachments, click the **View Images** link.

2. The system will forward an email to a Chrome River email address. Approvers must click **Send** to complete the approval process.

Return via Email

Approvers will receive an email notification for each invoice that needs their approval.

3. Approvers may deny an invoice by clicking the red **Return** button.

4. The system will forward an email to a Chrome River email address. Approvers must enter a return comment and click **Send** to complete the return process.
5. On the landing page, locate the Approvals swim lane. In the Approvals Needed section, tap the number listed next to the Invoices category. This will take you to the Approvals Needed dashboard.

6. The Approvals Needed screen will display.

7. Click once on the invoice to display it on the right side of the screen.

8. Click the Images button to display the attachment(s) on the left side of the screen.

9. Review the information displayed on the attachment along with the information entered into the invoice.

10. Click the Submit button in the upper right corner to display the Return and Approve options.

11. To approve the invoice and move it forward in the workflow process, click Approve.

12. The Approval Confirmation page will display. This page provides the option to:

   a. Approve the invoice and move it forward in the approval process.
b. Insert an **Additional Reviewer** into the approval process and **Approve** the invoice.

15. Click the Select box to display the available options.

**Option 2 - Return Invoice**

13. To deny the invoice and return it for modification, select **Return**.

14. The **Return Confirmation** screen will display.

16. Choose the person or group to return the invoice to for correction, enter the required comment and click the Return button.