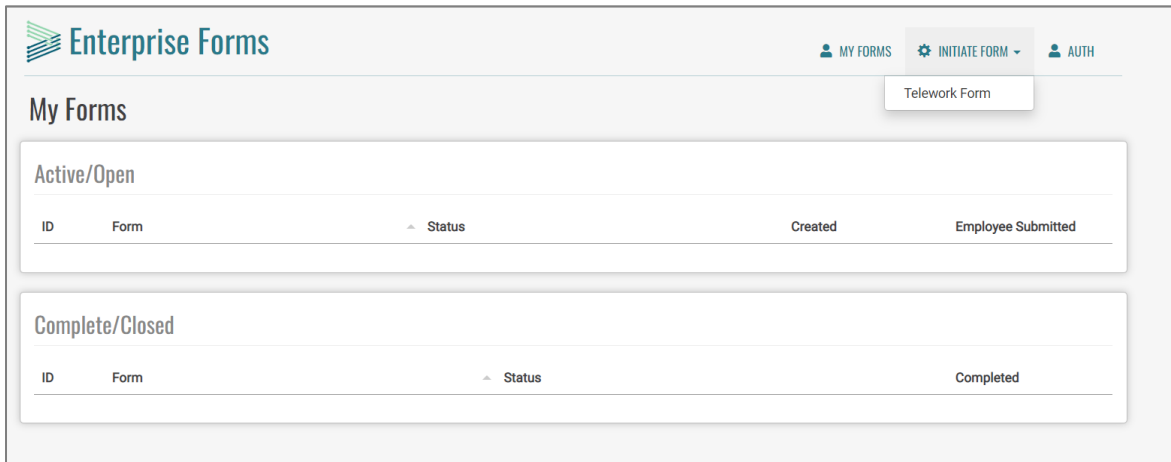


HOW TO START THE TELEWORK FORM PROCESS AS AN INITIATOR

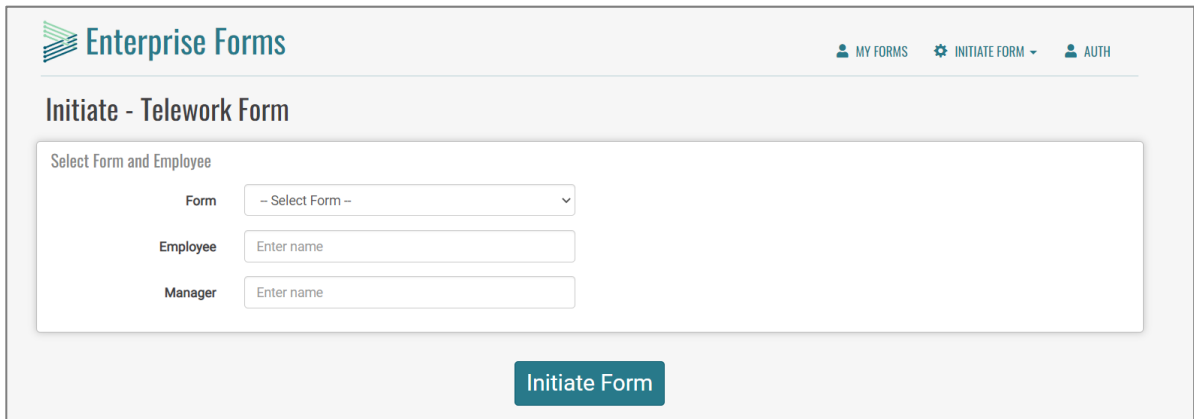
Instructions

If you have been given the role of initiator for telework forms by your enterprise forms agency administrator, you will see the **Initiate Form** tab on the top right of the [Enterprise Forms](#).



- Select the form type you would like to initiate and a window will appear
- Select form version from the dropdown and the employee's name.

Note: If the employee's name does not appear, please check Cardinal to confirm the employee's position is eligible for telework.



- The employee's manager in Cardinal will populate. Should the manager's name need to be updated, type the alternate name and select **Initiate Form**.
- An email notification will be sent to the employee to prompt them to process their form