



How to Correct an EDRF in PaperSave Once it Has Been Rejected

1. Log into PaperSave via the link on our TU Foundation [website](#) under the “Related Links” section and then click “PaperSave – Electronic Disbursement Form”.
2. Enter your TU credentials to authenticate. Click sign in. Complete the Duo authentication. Click “yes” to stay signed in.
3. Once logged in, click the 3 little lines in the upper left-hand corner and click “Workflow”. Go to the “Step Item” on the dark gray bar and click on the drop-down arrow to select the step “Rejection Review”.
4. You will then see the item listed. Click on the blue ID number to take you to the form.
5. Click the little pencil and paper icon in the dark gray bar at the top of your screen. If you hover over it, it will say “Edit Form”.
6. Make any necessary edits to the form and tab out of any boxes you’ve made changes to.
7. Click the blue “click here” link to save the form at the bottom of your screen.
8. Click the blue “re-submit” button in the upper right-hand corner of your screen.
9. Log out.
10. If applicable, you may now alert the approver that the item has been corrected and resubmitted for their approval. The approver does not have to wait for the email notification that is sent at 6am each morning alerting them if they have any items to approve. They can simply login in to approve any outstanding items manually by following the “Approving an Electronic Disbursement Request Form in PaperSave” instructions.

For further assistance, please email tufoundation@towson.edu or call 4-3278.