# Submitting an Authorization Request for Expert Services

Note: There is NOT AN AUTOSAVE function on this program. You must click Save periodically to save your work.

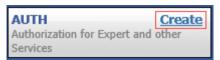
# Step 1

In the Appointments' List section, open the appointment record.



# Step 2

On the Appointment page, in the Create New Voucher section, click the Create link next to AUTH.



#### Step 3

Click Create New Authorization.

#### Authorization Type Selection

You can click the Create New Authorization button to create a new authorization request, or click the Request Additional Funds button to select from a list of approved authorizations that you would like to request additional funds for.

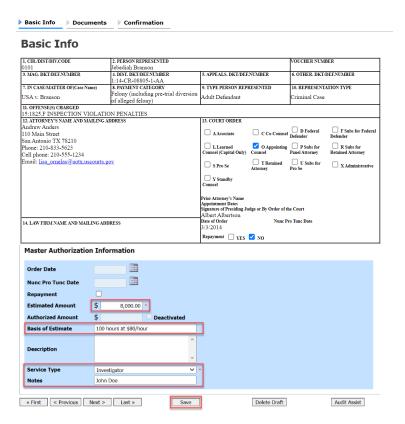


#### Step 4

The Basic Info page appears. Complete the information in the Master Authorization Information section at the bottom of the screen. This includes the following:

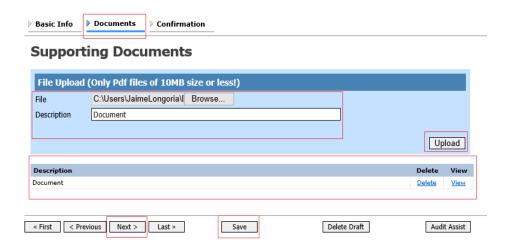
- Estimated Amount field
- Basis of Estimate field
- Service Type drop-down list
- Notes field

Click Save.



#### Step 5

Click the **Documents** tab, or click **Next** on the progress bar. To add an attachment, click **Browse** to locate your file, and then add a description of the attachment. Click Upload. The attachment and description are added to the voucher and appear at the bottom of the Description column.



Note: All documents must be submitted in PDF format and must be 10 MB or less.

### Step 6

Click the Confirmation tab, or click Next on the progress bar. In the Public/Attorney Notes field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click Submit.



## Step 7

A confirmation screen appears, indicating the previous action was successful and the authorization request has been submitted. Click the Home Page link to return to the home page. Click the Appointment Page link if you wish to create an additional document for this appointment.

