



Instructions for Training Reimbursement Submittals

- On the dashboard, click on the **Submit New Training Reimbursement** button.
 - Select the title of the training from the drop-down and complete all required fields with asterisks.
 - For a list of **Eligible Training Reimbursements**, please refer to the pdf with the same title.
- Next, scroll to the bottom of the screen *and* click **Save and Continue**, then click **Upload File** (bottom right).
- In the **File** field, click **Choose File** (*multiple files see note below) and locate your file.
- Then in the drop-down menu next to **Folder**, select: **TRAINING REIMBUREMENTS-Training Reimbursement Attachments**. Click **Save** at the top of the page.
 - ***Note:** If you have multiple documents to upload, first click **Upload Multiple Files**, then select **Click or Drag & Drop Files** to upload your files. Once all your files are selected, **click Start Upload**. In the drop-down next to **File**, select **TRAINING REIMBUREMENTS-Training Reimbursement**. Next, select **Done Uploading Files**.
- At the top of the page, click **Save Changes**. You will see a message that reads: **Save Successful**. You will receive an automated email notifying you that your request for reimbursement has been submitted to WCIA for processing.
- To submit another request from this same screen, click on the **New Training Reimbursement** button. Or, go back to the dashboard and click the **Submit New Training Reimbursement** button.

If you have any questions please contact Member Services Team at 206-575-6046 or memberservices@wciapool.org.