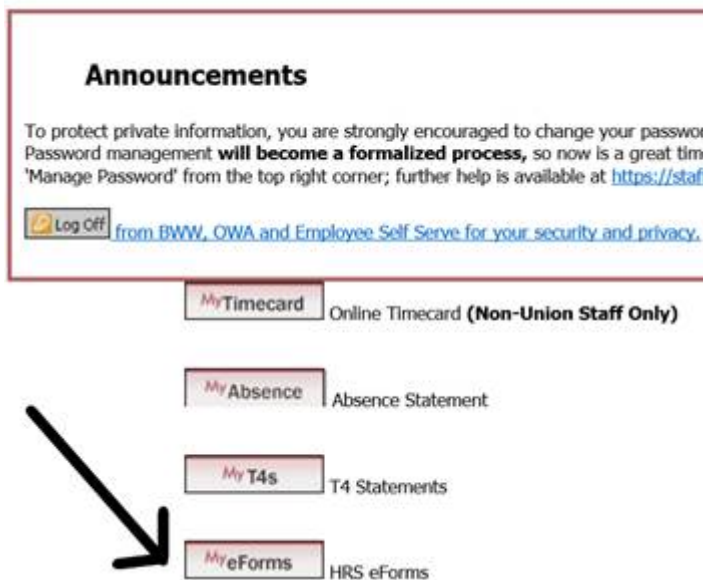


Retirement eForm Instructions

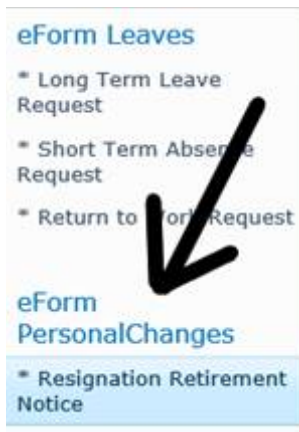
Step 1: You would need to login to the BWW using your personal board account. Once you login, off to the right side of the screen you will find “Employee Self-Serve”. Please select the link and it will redirect you to the next webpage.



Step 2: Once you have selected “Employee Self-Serve”, the webpage will bring you to the different types of statements/forms. Please select “eForms”.



Step 3: Select “Resignation Retirement Notice” which is located on the left hand side of the page.



Step 4: Select “Click to Create a New Request”, which is located at the top left hand corner of the screen. Once you select this link it will bring you to a form for you to fill out, your personal information will auto populate. Once you fill out all required fields select your principal to review and select submit. **NOTE:** under employee comments you must type something as this text box is field sensitive (if you do not wish to write anything in the text box put a period).



I hope this helps!

If you have any questions please feel free to contact me.

Kind regards,