



## 1

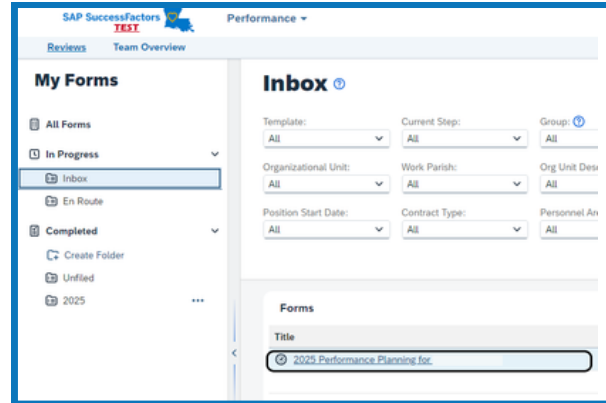
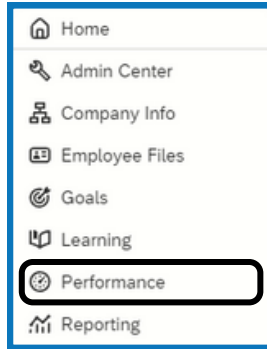
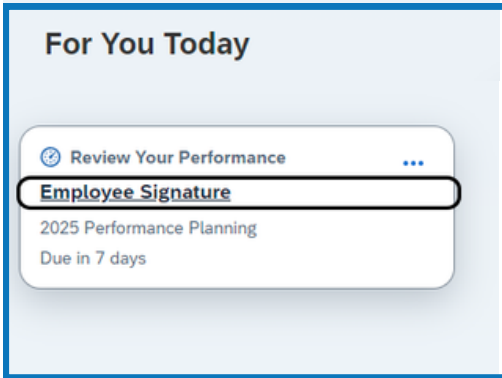
### NAVIGATE TO YOUR PLANNING FORM

Option 1:

On your Home page, under “For You Today,” click on the “Employee Signature” link.

Option 2:

- From the Home drop-down, click “Performance.”
- In your Inbox, click on the link to open the correct form.



## 2

### REVIEW & SIGN THE FORM

- Scroll to the bottom of the form.
- Click on “Sign.”

**!** Failure to sign will not prohibit the planning from becoming official for the performance year.



## 3

### CONFIRM YOUR SIGNATURE

- A confirmation screen opens.
- You must select "Sign" again to complete the performance planning process.
- A copy of the form will be sent to your “Completed” folder in your Inbox.

