

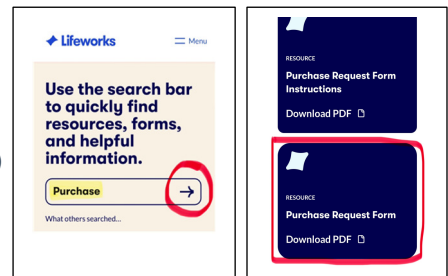
# How to Access and Submit Reimbursement & Purchase Request Forms Using an iPhone

## Step 1: Access the Website

1. Open the **internet browser** on your iPhone.
2. Go to [www.lifeworks.org](http://www.lifeworks.org).

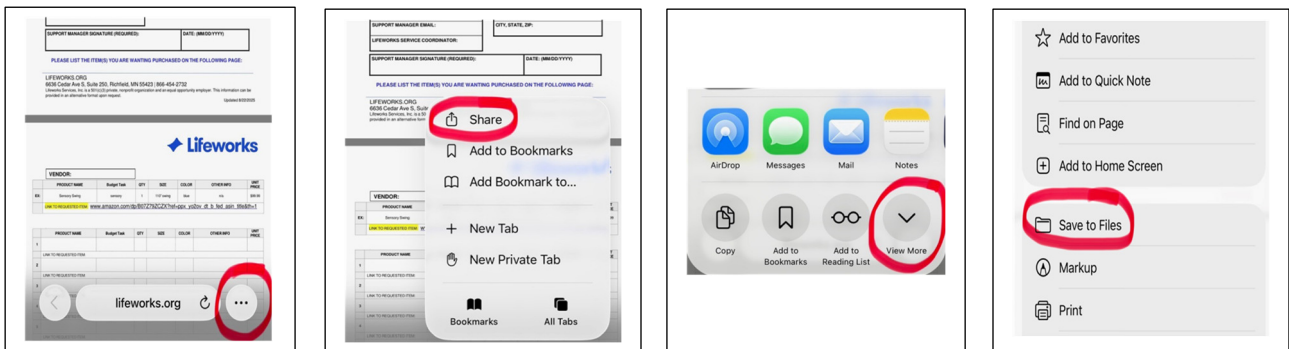
## Step 2: Locate the Form

1. Scroll down the page until you find the **search bar**.
2. Type the name of the form you need  
(Examples: *Purchase, Reimbursement, Mileage, Laundry, Uber, etc.*)
3. Tap the **arrow** to search.
4. Tap the **appropriate form** from the results to open it.



## Step 3: Save the Form to Your Phone

1. Tap the **three dots** in the lower righthand corner.
2. Select **Share**.
3. Tap the **downward arrow** in the lower righthand corner.
4. Scroll down and tap **Save to Files**.



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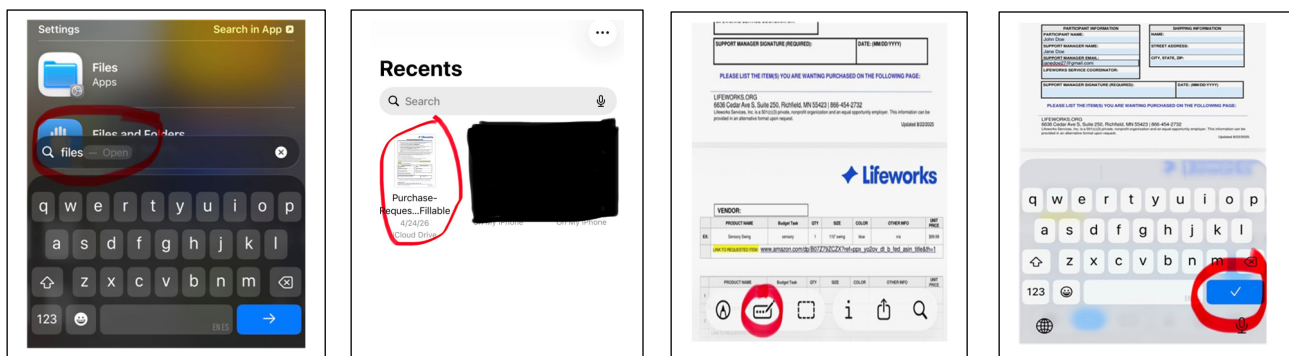
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This information can be provided in an alternative format upon request.

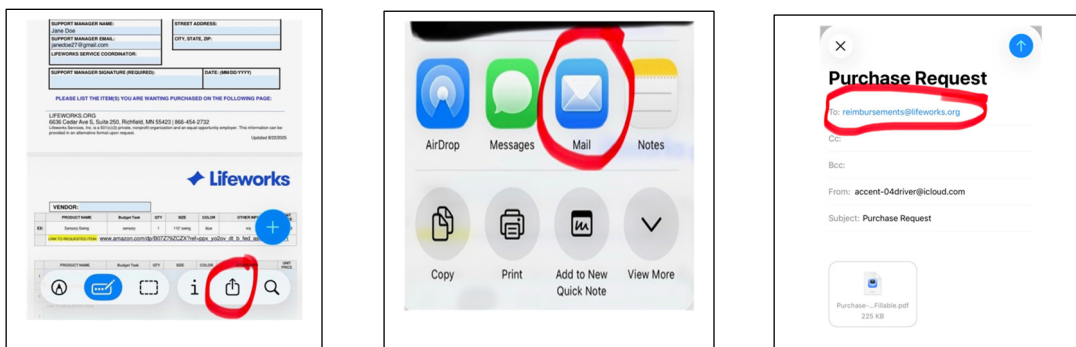
## Step 4: Open and Fill Out the Form

1. Open the **Files** app on your iPhone (*You can search for "Files" if needed.*)
2. Locate and tap the form you saved.
3. Tap the form to open it.
4. In the bottom lefthand corner, tap the **second icon from the left** (*box with three dots and a pencil*) to begin editing.
5. Fill out all required fields.
6. Tap the **checkmark** in the lower righthand corner to save.



## Step 5: Email the Completed Form

1. Tap the **share icon** (*box with arrow pointing up*) in the lower righthand corner (*second from the right*).
2. Select your **email app**. *The form will be attached automatically.*
3. Compose your email and send it to: [reimbursements@lifeworks.org](mailto:reimbursements@lifeworks.org)



✔ **Tip:** Keep a copy of the completed form in your Files app for your records.

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