**New Non-Employee Request Form Process**

Log into SFS

Choose Expenses Tile from Homepage

A picture containing timeline

Description automatically generated

Choose Request Non-Employee Emplid tile

Graphical user interface, application, website

Description automatically generated

Choose Request Non-Employee Emplid

Text

Description automatically generated

Choose either Add a New Non-Employee or Update an Existing Emplid and fill in all the required fields (have an asterisk).

Graphical user interface, text, application, table, email

Description automatically generated

Once completed submit the form. You will receive an email saying the form has been submitted. Once the Non-Employee ID has been created or updated you will receive another email stating that it has been approved.