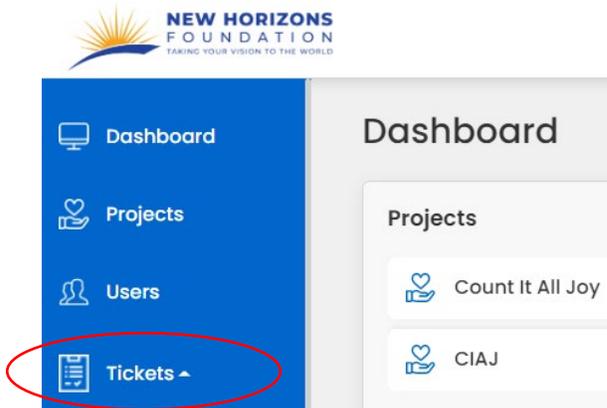
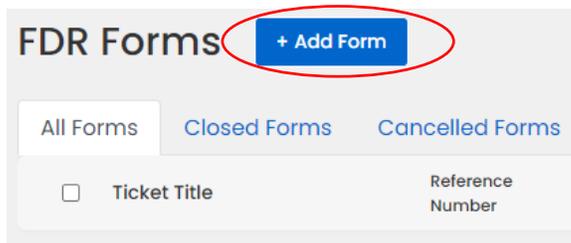


FDR to Transfer Funds to Workforce International

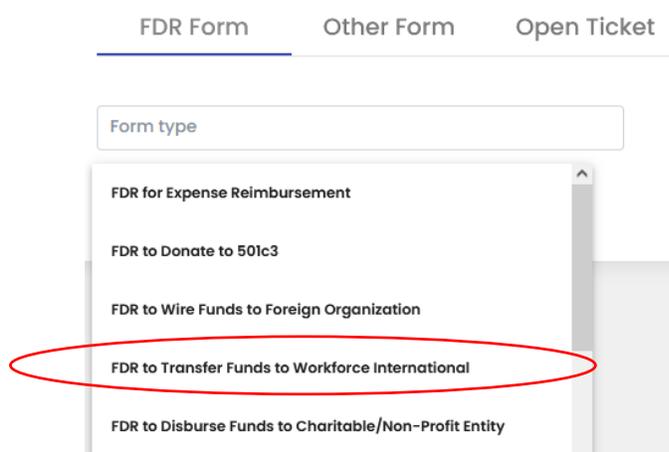
1. Starting from your Project Manager Dashboard, press “Tickets” on the left side of the page.



2. The “Tickets” button will provide a drop-down menu. Press “FDR Forms” from the list.
3. Press the blue “+ Add Form” button.



4. Press the “Form Type” box. A drop-down menu will appear. Click “FDR to Transfer Funds to Workforce International.”



5. Now that you are on the correct form, fill out the “Project Details.”
 - When asked if the form is “Anonymous”, you will mostly select “no”.

- In the “Current Community Impact” section, please provide a hearty description of the charitable works you are doing or have already done for your project. (We cannot pay for future works, i.e. “will do”.)

🔍 Current Community Impact*

6. In the “Charitable-C/Non-Profit Contact Detail” form, the drop-down will already be automated to read, “Workforce International”.
7. Please make sure that we have your mailing address. If we have paid you in Workforce before, you may select “yes”. If you are a new vendor or have changed your address please select “no” and provide us with your new information.
8. Follow step 7 for the phone number.
9. Select “yes” for the EIN Number question.
10. Press “Next”
11. Check if your bank information is on file.
 - If we have paid you before, you will select, “yes”.
 - If we have not paid you before or if your banking information has changed, then the answer is “No,” and a new form will appear where you can fill out your bank information.
12. In the “Request” form type the amount you are requesting, and check whether this will be a recurring amount. If “Yes,” a dropdown will appear where you will:
 - Enter the recurring amount
 - Select Monthly.
 - Select the starting month.
 - Choose if you would like to be paid the 1st or 15th of each month.
13. Press “Next.”
14. Scroll down and make sure all the information is correct.

15. In the “Attachments” section add the Invoice you created.

Invoice	
Invoice	<input type="text"/>
Date:	<input type="text"/>
Project Name:	<input type="text"/>
Payable To:	<input type="text"/>
Address:	<input type="text"/>
State/Province:	<input type="text"/>
Zip/Postal code:	<input type="text"/>
Phone:	<input type="text"/>
 EMAIL	<input type="text"/>
Contact Name:	<input type="text"/>



WORKFORCE
INTERNATIONAL

Workforce
International

5550 Tech Center Dr. Ste 305
Colorado Springs, CO 80919

Phone: 719-260-1213
Fax: 719-266-4604

- We will require this invoice to process your payment.
- The total amount on the invoice must match the amount on the FDR.
- The descriptions cannot contain information for personal needs (i.e. furniture for buildings). The descriptions must be for charitable works that you are doing for your project.

16. Add any additional comments or instructions if needed.

17. Type your name, substituting as a signature.

18. Press “Submit.”