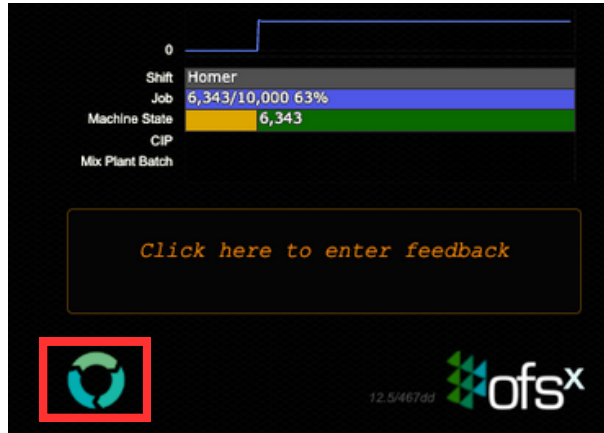## 1. Navigate to the Flow Icon
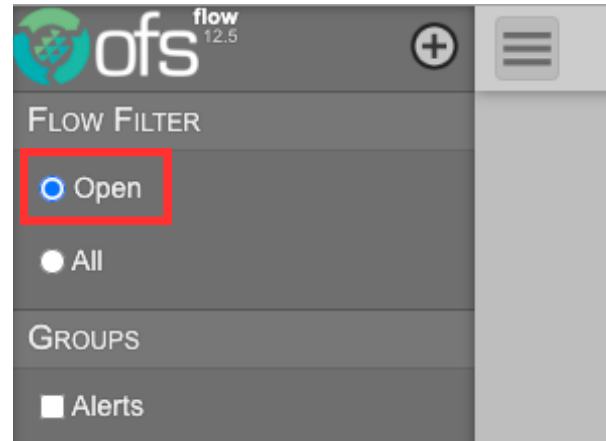


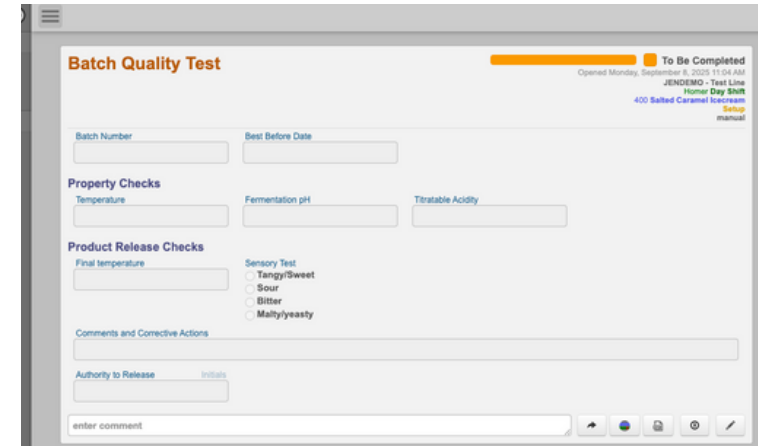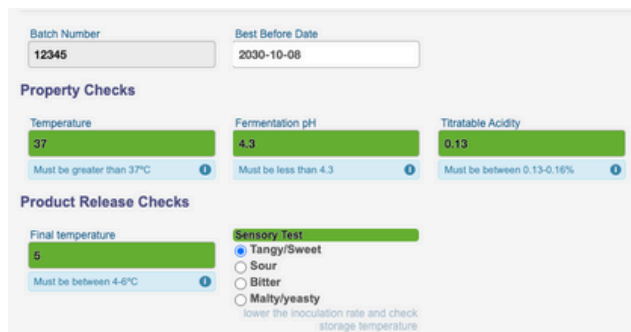## 2. Pending Checks are in 'Open'



## 3. Click on a check



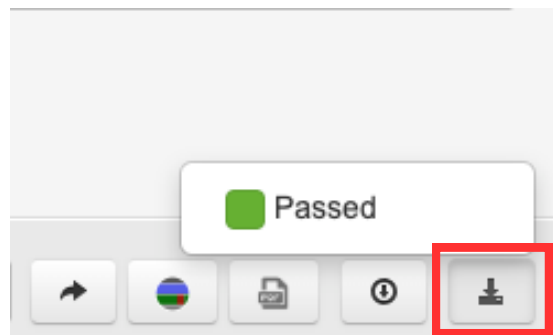## 4. Complete each field



## 5. Click 'submit' button



## 6. View completed forms in 'All'