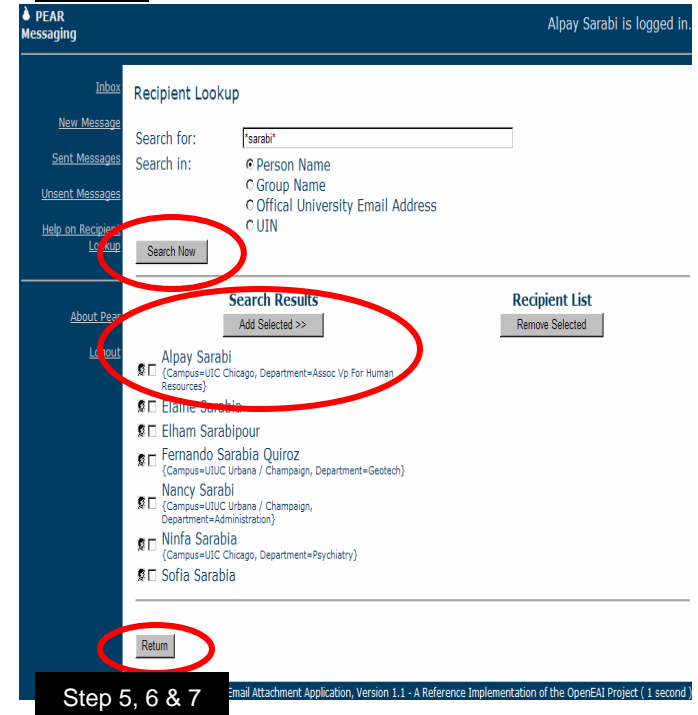
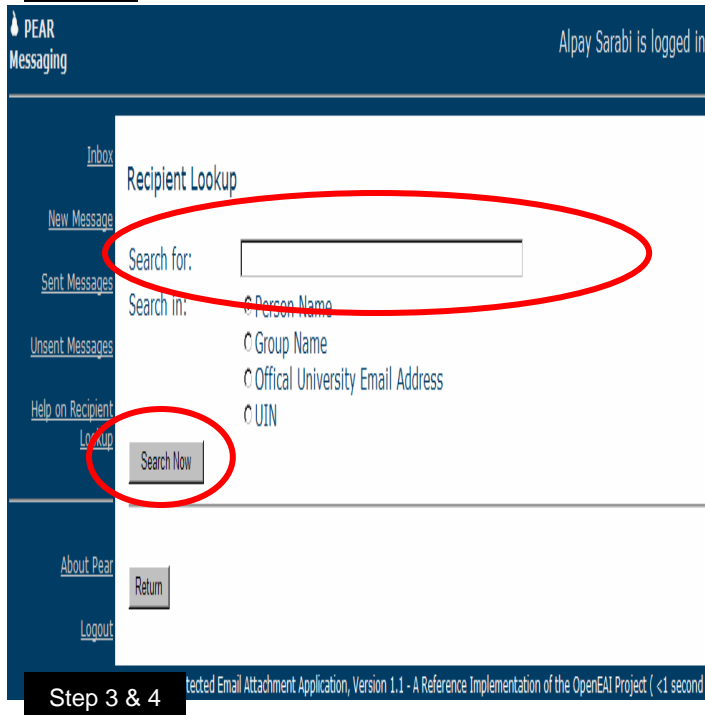
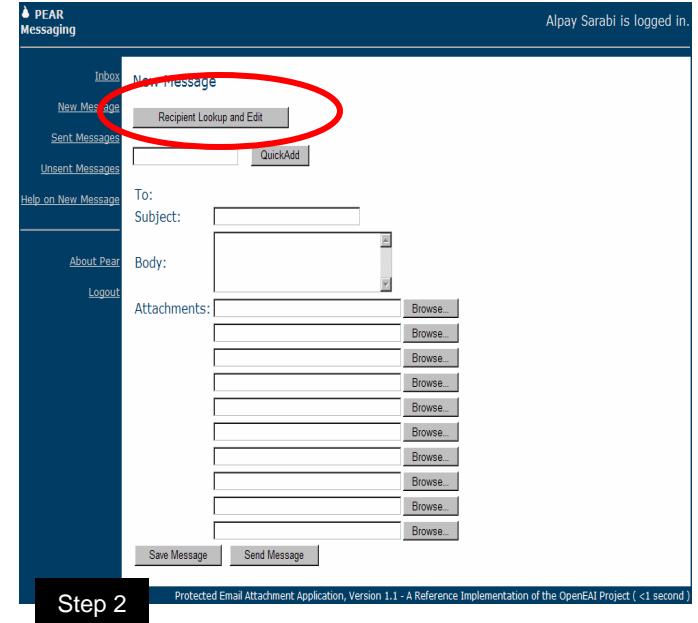


PART 1 –SUBMITTING PITR

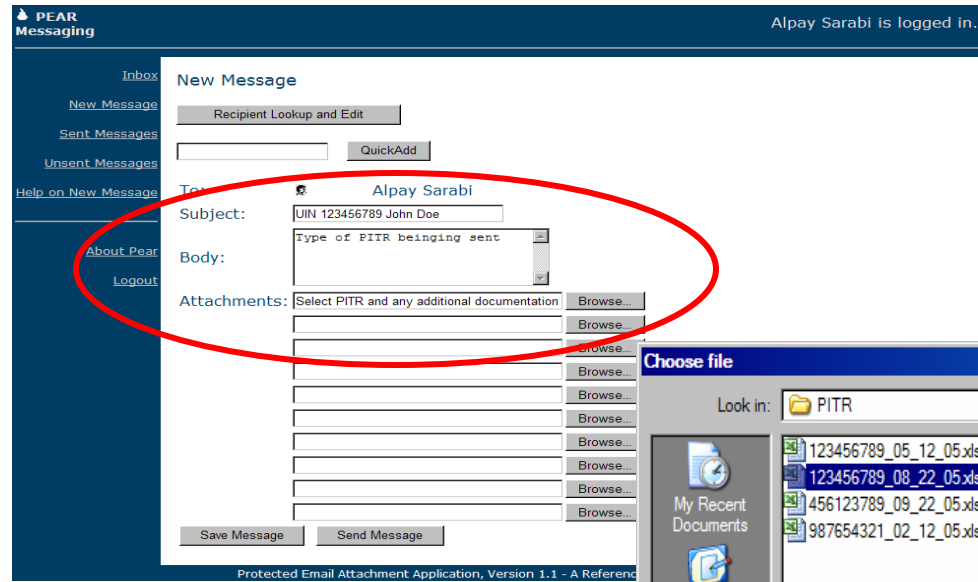
To submit a PITR for approval, you need to create a new message in PEAR and attach the PITR to the message. The steps below describe how to submit a PITR.

1. Click the New Message option in the PEAR navigation bar. The New Message page displays.
2. Click the Recipient Lookup and Edit button. The Recipient Lookup page display.
3. Type a portion of the recipient's name in the Search for field.
Enter the name as: Firstname Lastname
If you do not know the full name, specify as many letters as possible with * to indicate the portion not known, such as:
*Lastname (if full last name is known)
Lastname (if a portion of last name is known)
4. Click the Search Now button.
5. Click the check box preceding the name of the intended recipient.
6. Click the Add Selected button.
7. Click the Return button. You are returned to the New Message page.

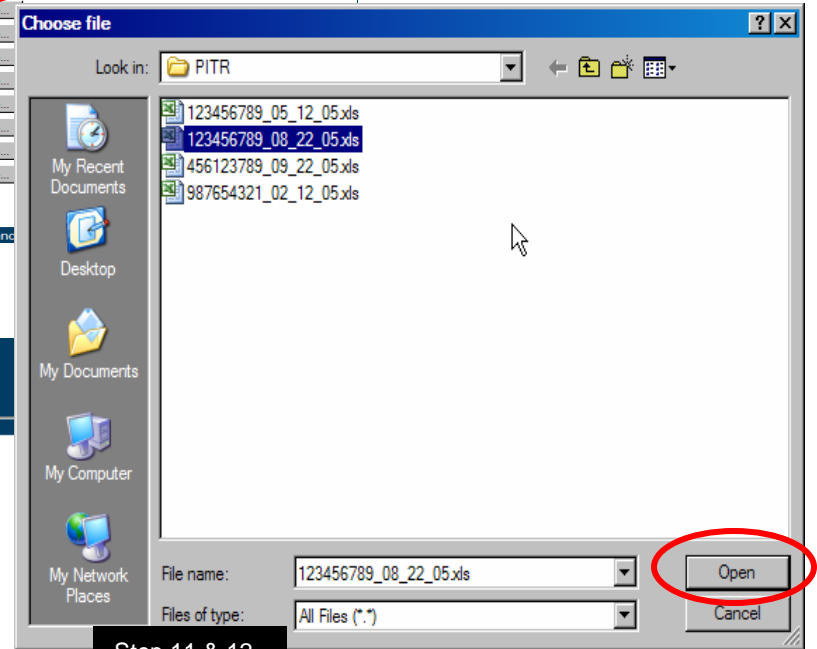


PART 1 CONT. –ACCESSING PEAR

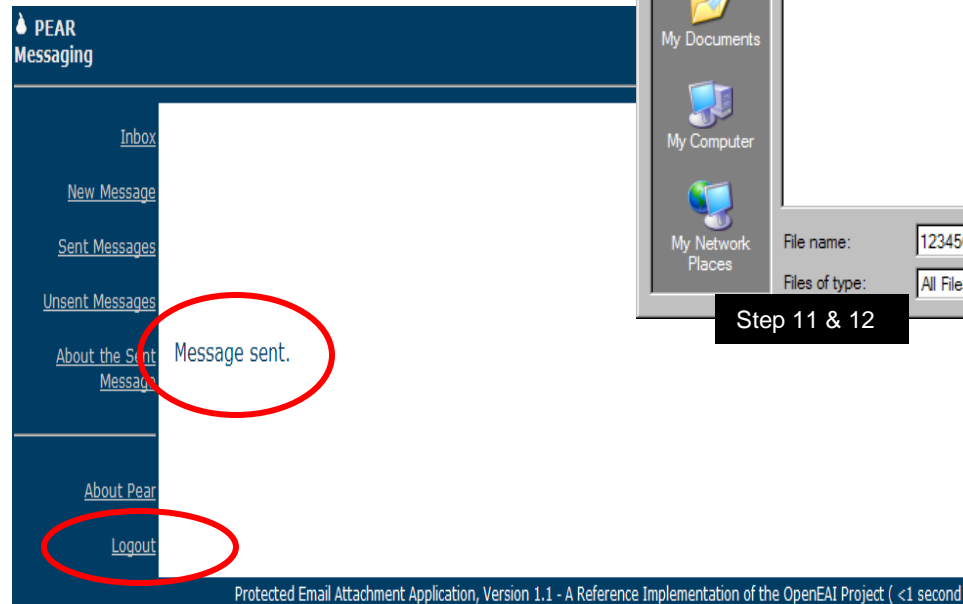
8. Type the subject of the message in the Subject field.
9. Type the body of the message in the Body field.
10. Click Browse to select the PITR from the local or network drive where you stored the PITR. The Choose file window displays.
11. Click the PITR spreadsheet that you want to send.
12. Click the Open button. You are returned to the New Message page with the Attachments field completed.
13. Click the Send Message button. A message displays indicating the message was sent.
14. If you are finished using PEAR, click the Logout option at the bottom of the PEAR navigation bar.



Step 8, 9 & 10



Step 11 & 12



Step 13 & 14