1. Approvers will receive an **email notification** to approve a pending order. Do not click on the link located in the email. That link is for other OfficeMax customers.

2. Please return to the **CSUF portal**, and click on the **OfficeMax tab** to begin approval process.

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### 2. Access Pending Orders

To approve orders waiting on your approval, you can either click on

1. **Approve Orders** in the left navigation menu within the **Manage Orders** page or

2. **You have orders awaiting your approval** in the body of **Order Updates** within the **Manage Orders** page

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### 3. Approving and Denying Orders

You can approve the orders in the 3. **Approve Orders**, which displays order summary information.

If you deny the order, a **Reason for Denial** comment can be entered.

Click the **Submit** button to continue.
4. Approving and Denying Orders (Continued)...

The Approval Summary page will display. Click Submit to process your approval choices. A message will display with the orders processed.

An Approval Complete page with your processed approval choices will display.

5. Viewing and Editing Pending Orders

To view the details of an order before approving, click on the PO Number link back on the Approve Orders page.

Click Approve or Deny to approve or deny that specific order only. If you deny the order you can enter a Reason for Denial before clicking the Deny button. The Approval Summary page will display.

Click Edit to make changes to the order. You will need to checkout once again to re-submit the order.

Click Back to return to Approve Orders page.