**Union Incentives**

CSEA.SBTA.CWA.POA

Managed

by

**Employee Development**

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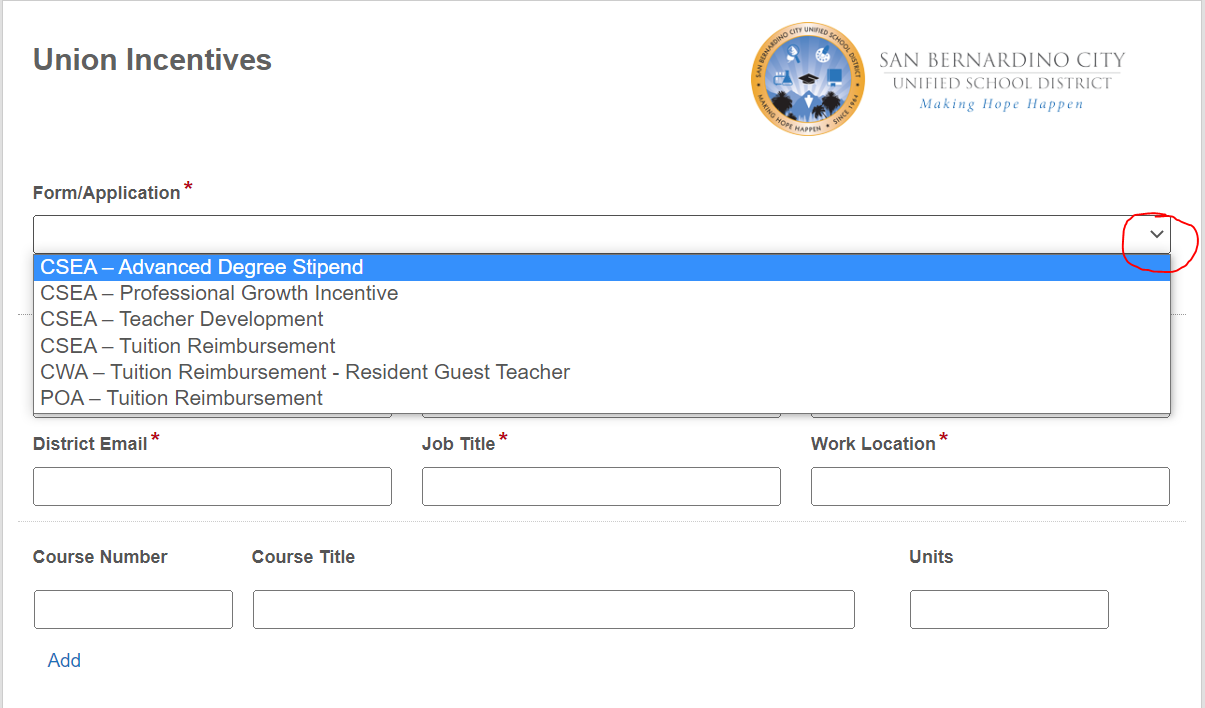
909.381.1169

Notes: Application will adjust as it is completed. The only attachments that are supported are PDF files.

**Step 1**: Click on the [Laserfiche Link](https://eforms.sbcusd.org/Forms/Tuition-Reimbursement).

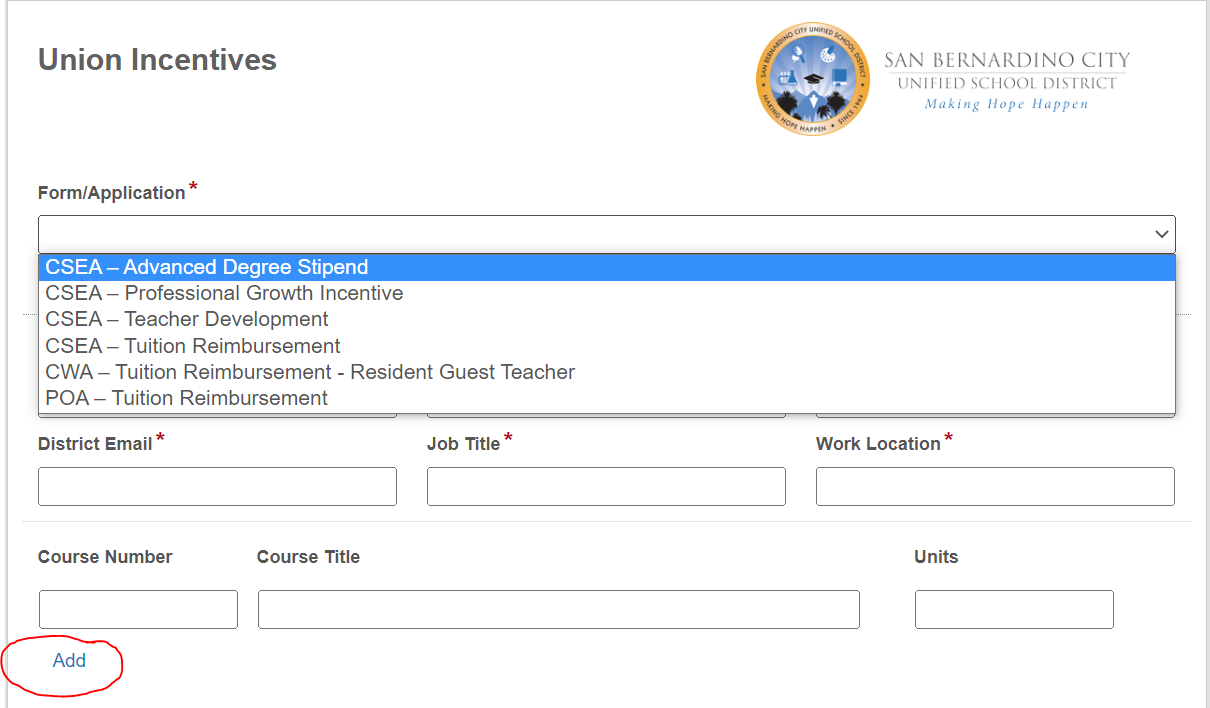
**Step 2**:Click the dropdown menu and select the appropriate application. See ***Figure 1***.

*Figure 1*



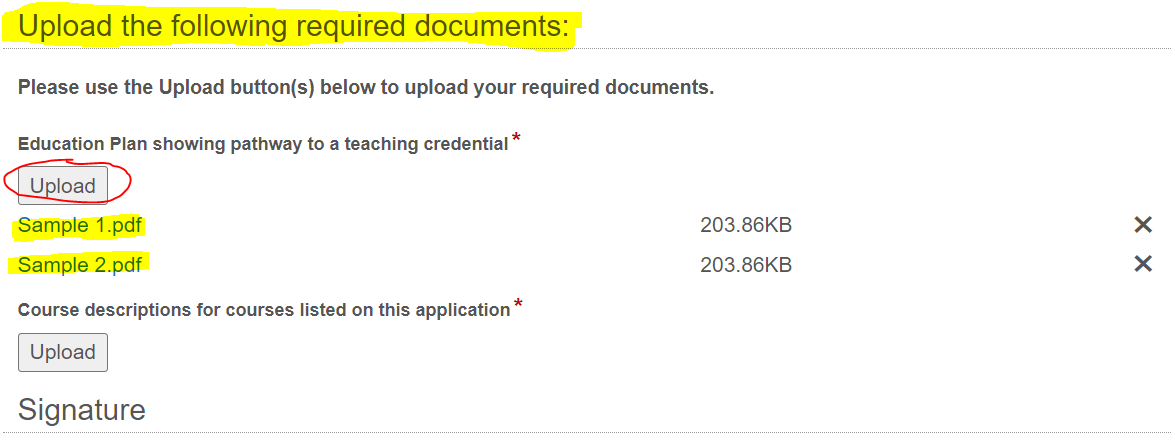
**Step 3**: Complete all required fields. For applications that require courses please press the “Add” button to create more course fields. See **Figure 2**.

*Figure 2*



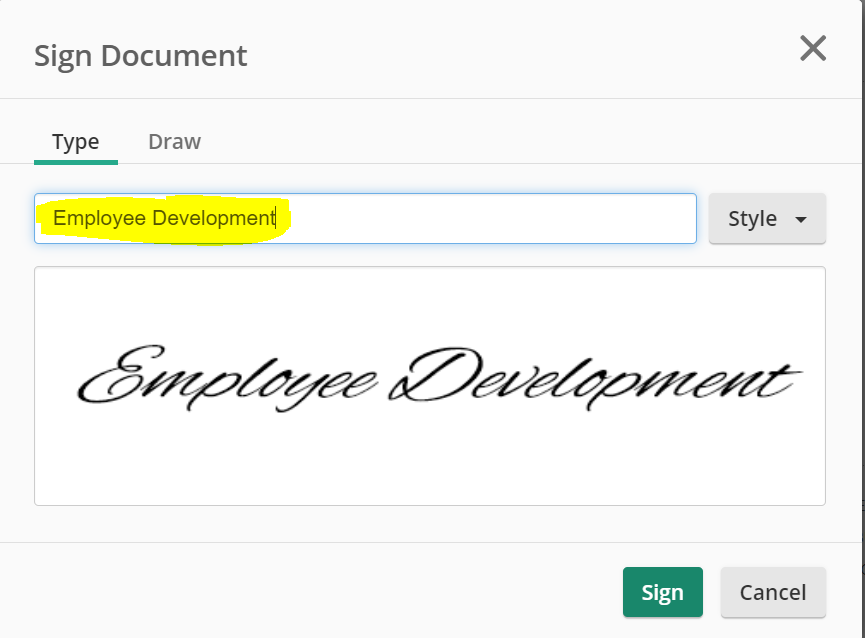
**Step 4**: Add only PDFs to the Upload field. Any other documents will not work. You can upload multiple attachments in the same field. See ***Figure 3.*** If you want to convert photos into PDF [click here](https://docs.google.com/document/d/1eutQmpWkMCk_zdqKWJInIW999rGxXVGOz8G2I3zaYws/edit).

*Figure 3*

**

**Step 5**: You can sign your name by drawing it or typing it. See ***Figure 4.***

*Figure 4*



*For more help contact* ***Employee Development****.*