



How to Assign a Submitter

Step 1

Controller **John Chiang**
California State Controller's Office

Home About Us Public Services State and Local State Employees Publications News

MyCalPAYS CalATERS

Click the CalATERS button.

California Automated Travel Expense Reimbursement System

Welcome to the CalATERS website!

From the CalATERS web site at

www.calaters.ca.gov, click

CalATERS

Step 2

sign in User ID: [] Password: []

Sign In

new user ? New User Registration

trouble signing in? [Help is here](#)

Exit

Work Offline

Key User ID and Password.

Click **Sign In**.

Step 3

Eileen N McDonald

File Edit View Sort Help

New Open Print Status Profile Prep Sub Help

The Work Queue screen will display. On the top of the Work Queue screen, click on the Profile icon.

The Work Queue screen will display. On the top of the Work Queue screen, click on the

Profile icon.

Step 4

Profile Information

User ID: DAOT240

Type of Requestor: Employee

Last name: Bailey

First name: Darlene

M: N

Email address: pnakamura@sco.ca.gov

Business Phone: 916-444-4444

CB Description: Rank/File - Admin/Finan/Staff Svcs

You are enrolled in Direct Deposit: N

Finished Cancel **Prepare/Submit For** Back Next

Profile screen will display. Click on Prepare/Submit For button.

Profile screen will display. Click on

Prepare/Submit For

button.

Step 5

Options

Prepare for **Submit for** Change password

Select person(s) to prepare forms for you.

Last name: [] Look Up

Enter last name or first few letters, then click 'Look Up' button.

Add Remove

Preparers

Options screen will display with 3 tabs. Click on the Submit for tab.

Options screen will display with 3 tabs.

Click on the **Submit for** tab.

Step 6

Options

Prepare for **Submit for** Change password

Select person(s) to submit forms for you.

Last name: nicholsor Look Up

Enter last name or first few letters, then click 'Look Up' button.

Add Remove

Submitters

Key last name of Submitter.

Key the name of the Submitter in the Last Name field then click on Look Up.

Key the name of the Submitter in the Last

Name field then click on

Look Up



How to Assign a Submitter

Step 7

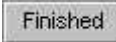
One or more employees matching the last name will display. Click on your submitter's name, then click .

If names match use the email address to determine the correct submitter.

Step 8

Verify the name identified on the screen then click .

Step 9

Submitter's name appears in the Submitters box. Repeat Steps 6, 7 and 8 if assigning additional submitters. When completed click .

Step 10

Click .

The Submitter(s) you have authorized will now be able to submit a request on your behalf.