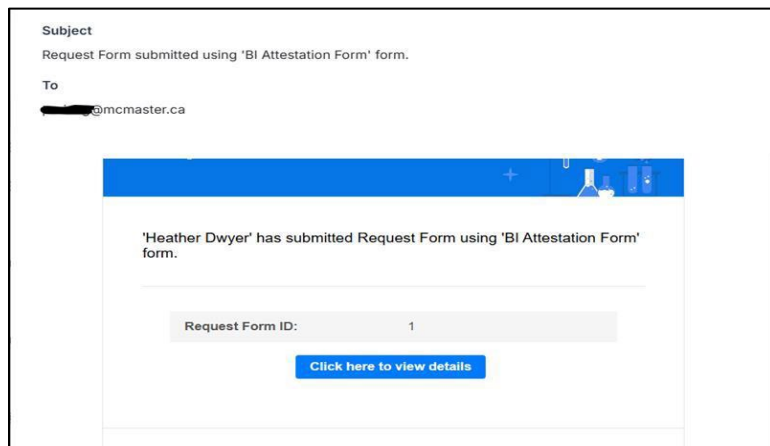# Guide for PIs:

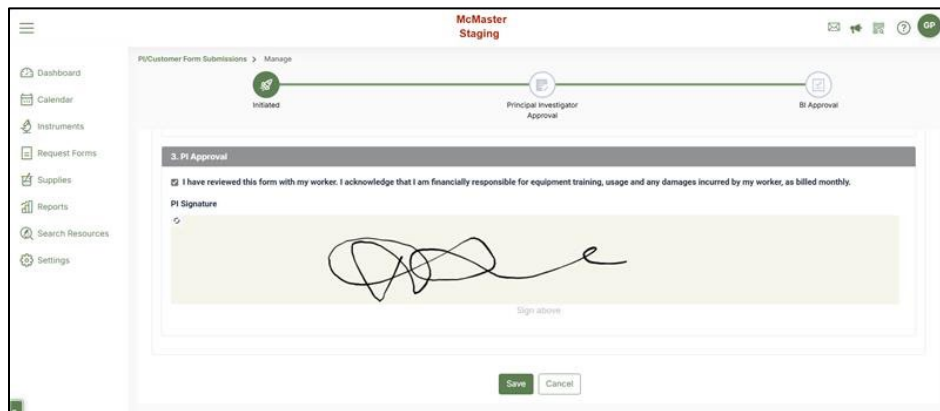# How to Approve the BI Attestation Form in Infinity X

After a worker of your team submits the BI Attestation Form in Infinity X, you will receive an email like the one below. Click on the **"Click here to view details"** in the email to go in and approve.

Scroll down to the PI Approval box.

Make sure the box is **checked** for "I have reviewed this form with me worker. I acknowledge that I am financially responsible for equipment training, usage and any damages incurred by my worker, as billed monthly."

Sign in the signature box. Click **Save**.

Verify the Chart String provided is correct then Click "**Principal Investigator Approval**".