## 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.

Request Fo	rm submitted using 'BI Attestation Form' form.
То	
m©	cmaster.ca
	+ <b>1</b>
	'Heather Dwyer' has submitted Request Form using 'BI Attestation Form' form.
	'Heather Dwyer' has submitted Request Form using 'BI Attestation Form' form. Request Form ID: 1

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**.

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Request Forms Supplies Records	3. PI Approval 2. PI Approval 2. There reviewed this form with my worker. I acknowledge that I am financially responsible for equipment training, usage and a PI Signature	any damages incurred by my worker, as billed monthly.			
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	Sign adopt				

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

Action			8
Service Id: 1 Membership: Not Applicable Total Fee: CA\$ 0.00 Submission Date: 01/24/2025 Principal Investigator Approval	User Name: IE User One Sub Total: CA\$ 0.00 PI/Customer Name: Tenden Times Estimate Completion Date: month/day/year	ß	Project: Not Applicable Discount: CA\$ 0.00 Chart String / PO: (RFMAC