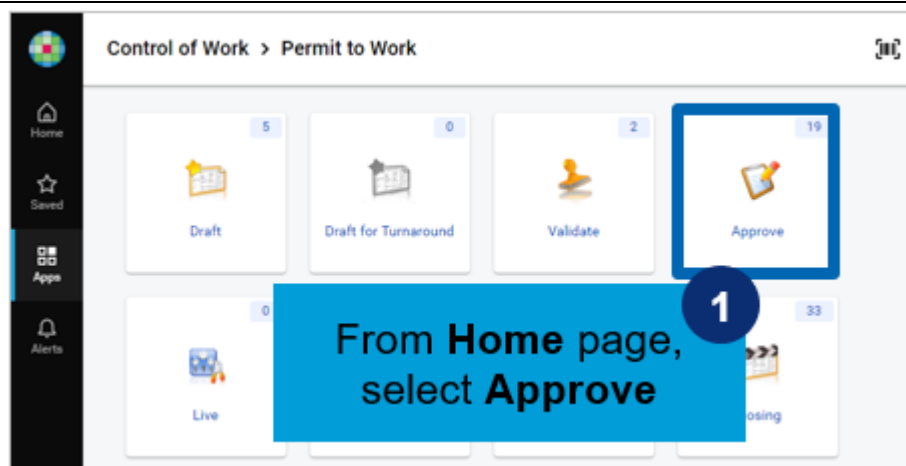




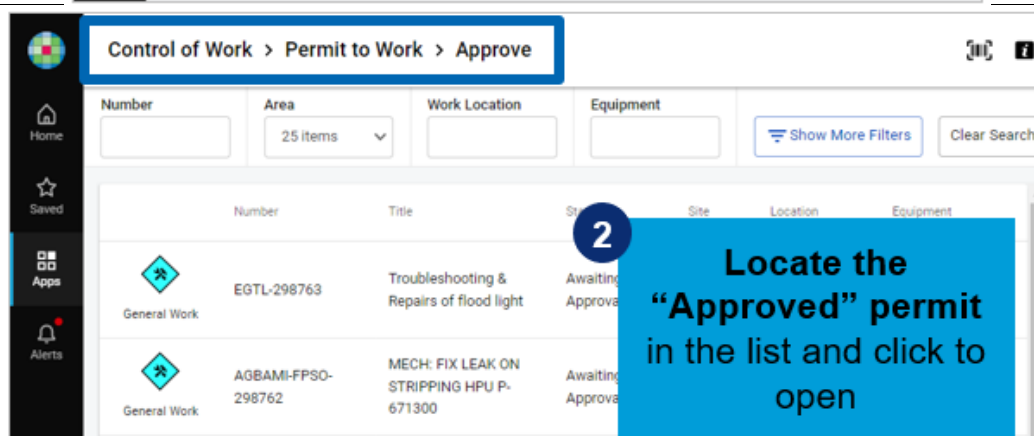
accepting a permit

ePTW tool quick reference guide

1. From **Home** page, select **Approve**



2. Locate the permit “Approved” permit in the list and click to open



3.-5. Review permit information in **Steps 1 – 3** and any attachments provided.

Click **Sign** to approve the permit or **Revert** to send the permit back to “Awaiting Approval”

Confirm acceptance of permit conditions and communication to work crew; then **Sign** as ePTW user or guest.

The screenshot displays a permit approval workflow. At the top, a permit card for 'General Work - Elect: Repair Breaker on Pump, Circulation, Hot Oil Circulation' is shown with a status of 'Approved'. A vertical sidebar on the right contains numbered steps 1 through 5. Step 3 is highlighted with a blue box and text: 'Review permit information in Steps 1 – 3 and any attachments provided.' Step 4 is highlighted with a blue box and text: 'Click Sign to accept the permit or Revert to send the permit back to “Awaiting Approval”'. Step 5 is highlighted with a blue box and text: 'Confirm acceptance of permit conditions and communication to work crew; then Sign as ePTW user or guest'. The main form area includes a 'Revalidate by Permit Approver Required?' section with a 'Yes' button. Below this, it shows 'Required signatures' and 'Approve by Permit Approver' with a timestamp. The 'Accept by Permit Holder' section contains a checkbox for 'Sign as Guest', a 'User ID' field, a 'Password' field, and a 'Signature' field. A 'Sign' button is prominently displayed, and a 'Revert' button is also visible. At the bottom, there are 'Sign as logged in', 'Sign', and 'Cancel' buttons.

3 Review permit information in **Steps 1 – 3** and any attachments provided.

4 Click **Sign** to accept the permit or **Revert** to send the permit back to “Awaiting Approval”

5 **Confirm acceptance** of permit conditions and communication to work crew; then **Sign** as ePTW user or guest