TDX Document Submission Form

- 1. Select the TDX form link
- 2. Enter the Worktag, fund, Cost Center, and Unit Number associated with the documentation you are trying to submit.

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	Worktag * 😧		
	Use the format of 2 letters followed by the number. Example: PG12345		
	Fund * 😧		
	Lise the format of ED followed by the number Example: F	n	
1111-6		Use the format of CC followed by the number. Example: CC1234	i i
		Unit Number *	

3. Enter the Unit/College for your Division

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a. If unsure, you can use the magnifying glass to the right to search for the correct name.

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4. Enter the name assigned to the Worktag you are submitting supporting documentation for.

- 5. Click Browse to attach a document
 - a. If you have more than one document attached you can hold the Ctrl key and select multiple documents.
 - b. u the correct documents, hover your the named

documents.

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6. Check all boxes that apply to the attachments being submitted. Then click on the submit button.

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