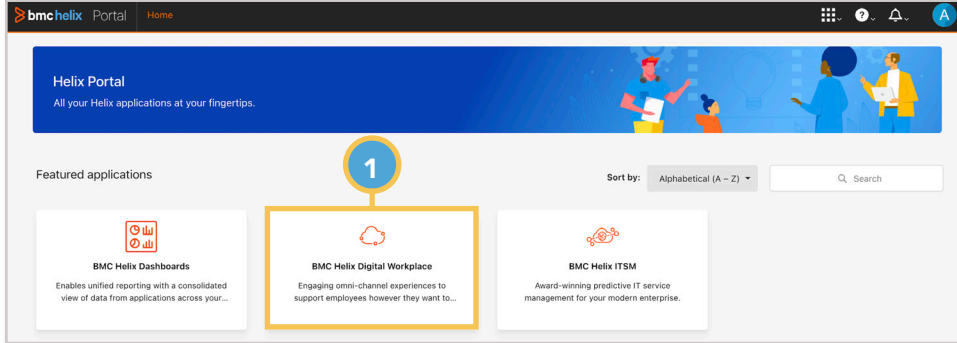


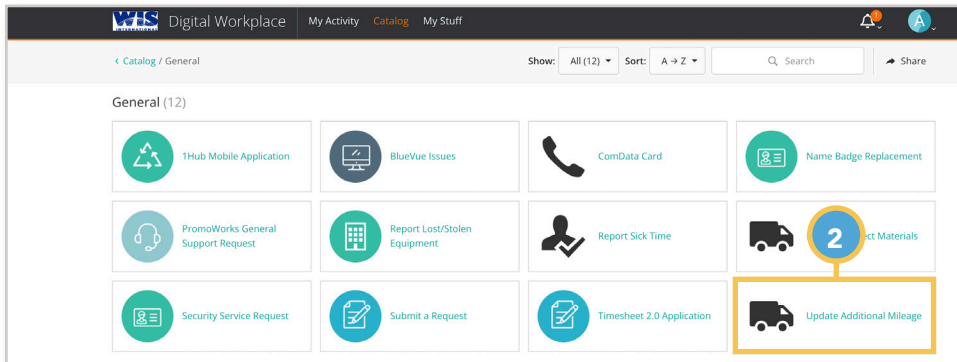
HELIX: UPDATING ADDITIONAL MILEAGE

There may be times when you need to update additional mileage in your Timesheet. To do this, you will use Helix. Use this reference guide to learn how to submit a request to update additional mileage.



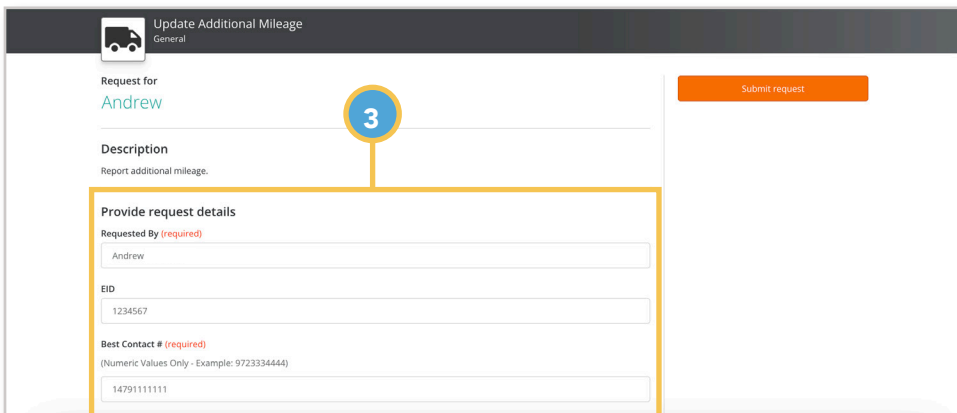
1. BMC Helix Digital Workplace

Access the Helix Portal from the Okta home screen, then select the BMC Helix Digital Workplace tile.



2. Update Additional Mileage

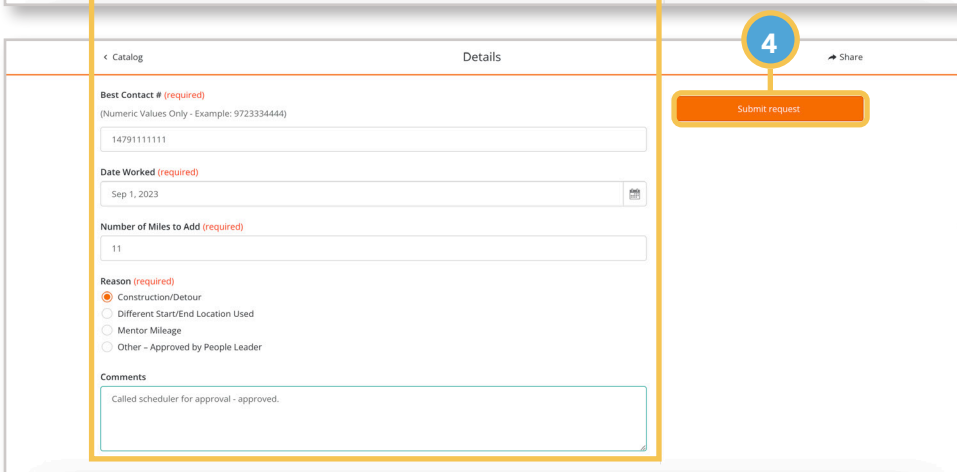
Select the Update Additional Mileage tile.



3. Provide Request Details

Fill out the required information in the request:

- Requested By
- EID (Optional)
- Best Contact #
- Date Worked
- Number of Miles to Add
- Reason
- Comments



4. Submit request

When finished, click the Submit request button.