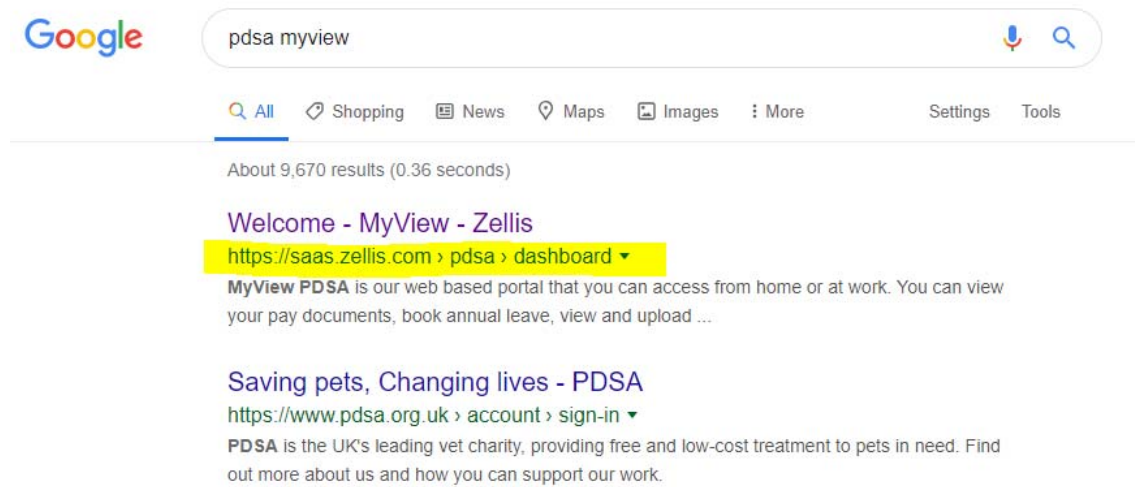
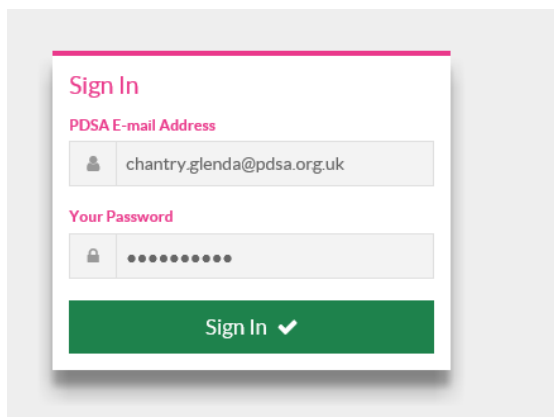


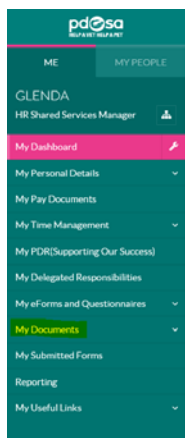
1. To access the furlough letter via MyView go to - Google PDSA MyView



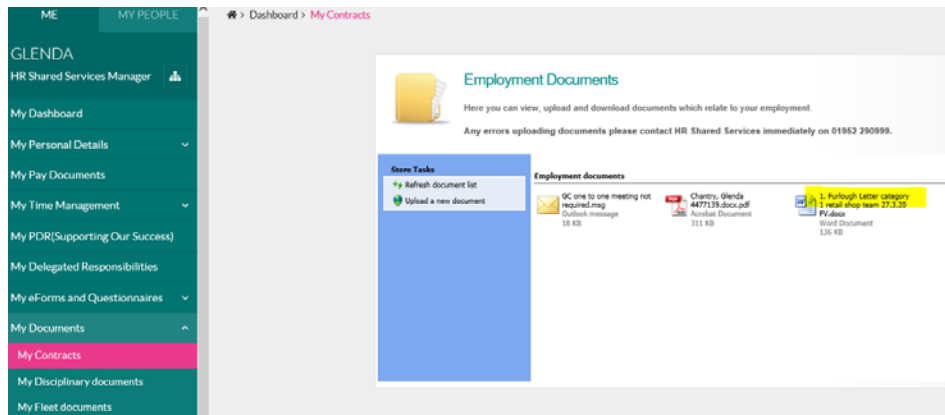
2. Log into MyView in the normal way using email address and password and answer security questions



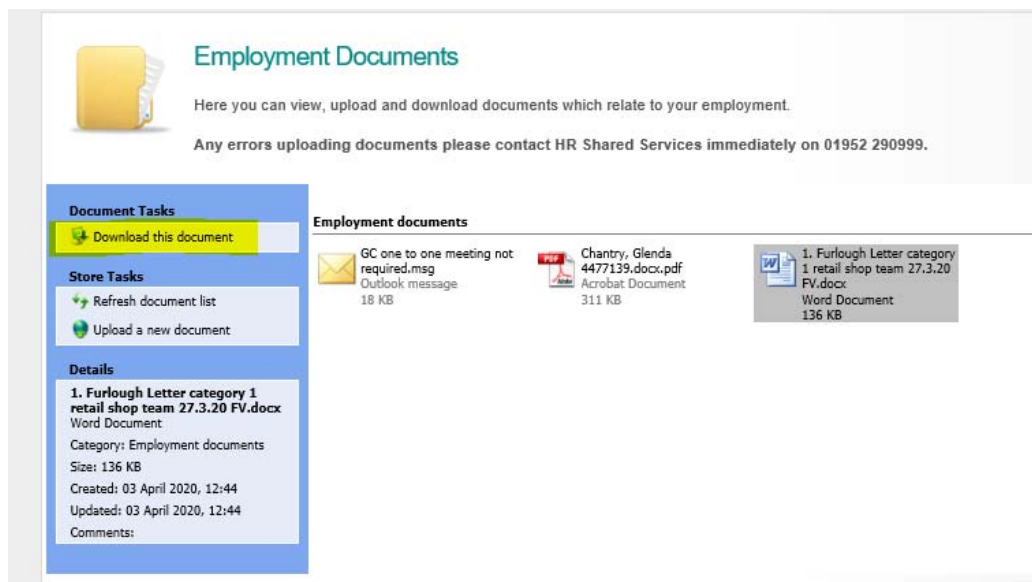
3. From main menu click on My documents



4. Click on My contracts and you will see the letters saved



5. Click on the furlough letter and click download



6. Letter will download to view