
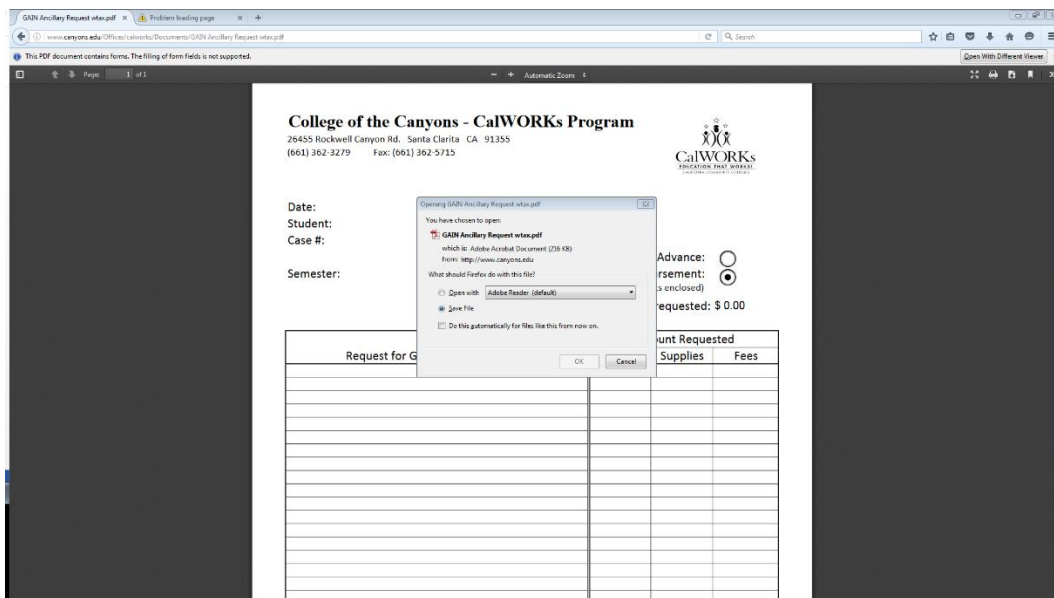

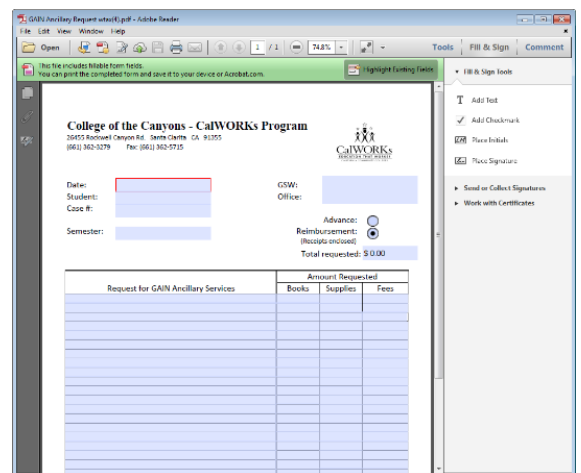


# How to Submit Ancillary Advance/Reimbursement Request with Tax Books/Supplies/Fees

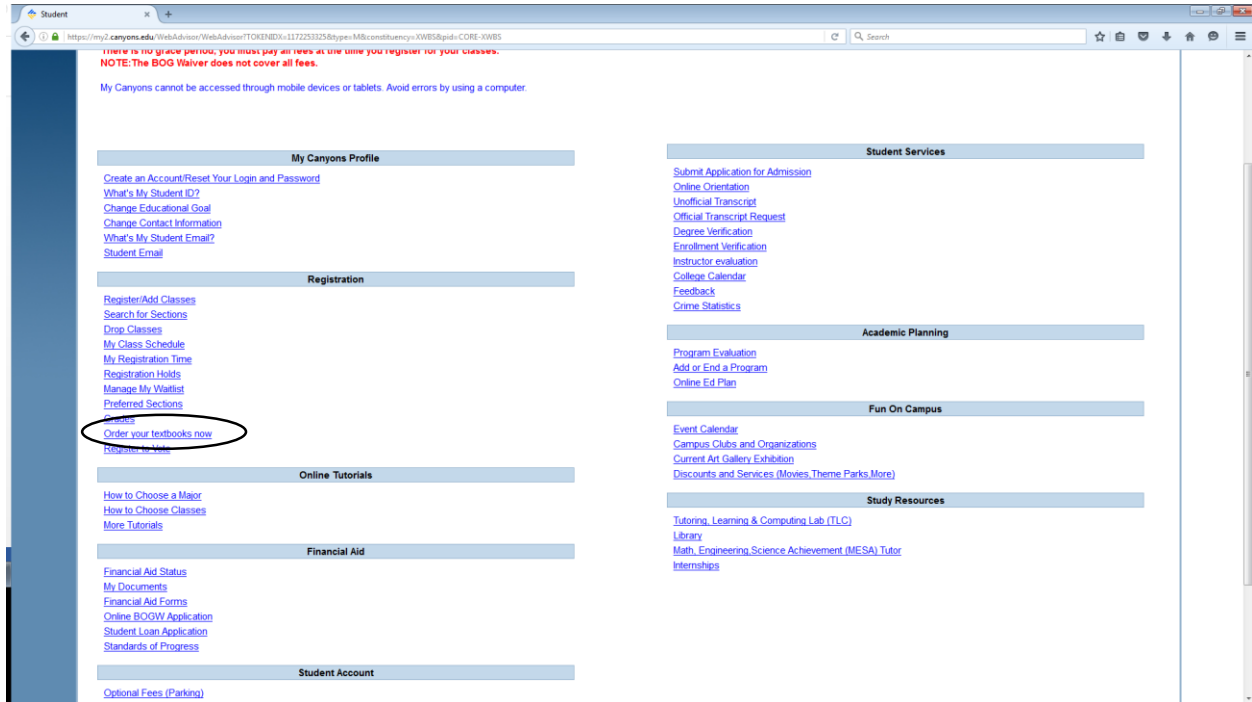
1. Go to College of the Canyons CalWORKs website at:  
<http://www.canyons.edu/offices/calworks/Pages/default.aspx>
2. Click on FORMS icon (far right on icon bar)
3. Select GAIN Ancillary Request w/tax
  - If you are using Internet Explorer you will be able to type directly into the form. For most other internet browsers you will need to save the document onto the computer to be able to type directly into it.
4. To download the GAIN Ancillary Request (if needed) follow these steps:
  - Click on  at the upper left corner. When box pops up click "Save File"



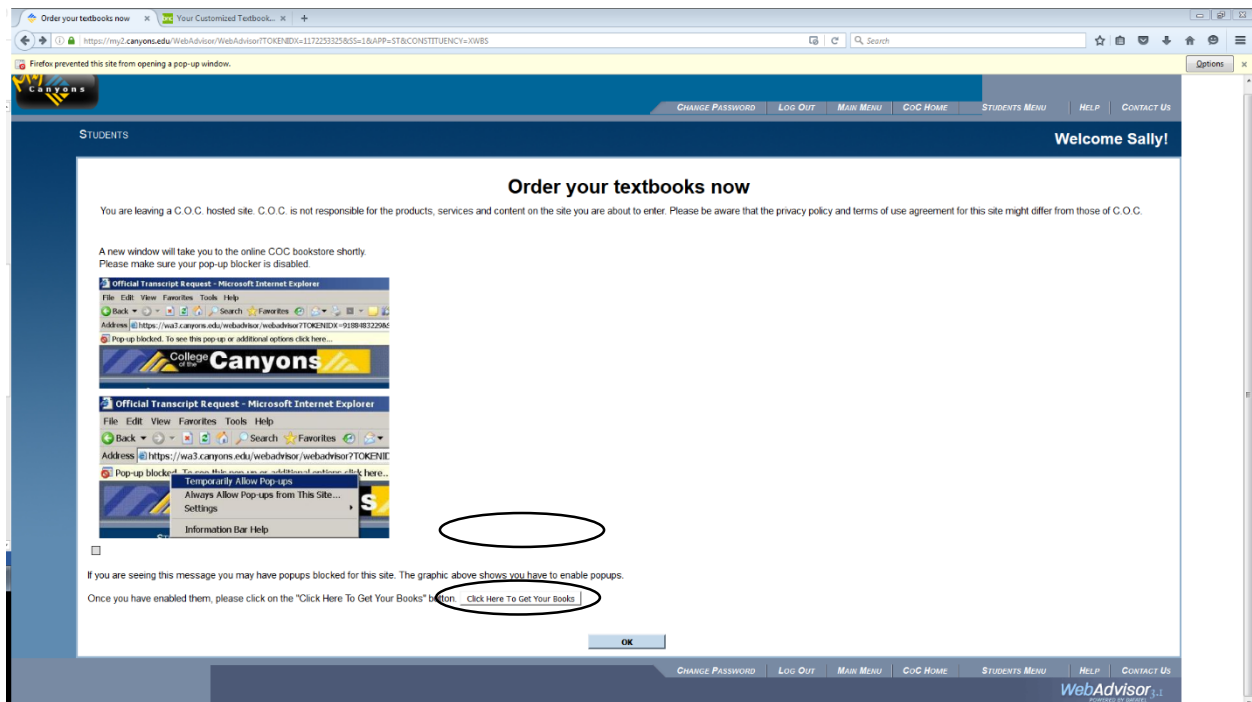
5. Click the  icon located in upper right corner to open downloaded file.
6. Open file and type in sections:
  - Date
  - Student Name
  - CalWORKs Case Number
  - Semester (ex. summer 2016)
  - GAIN Service Worker (GSW)
  - Office
  - Click box to detail if request is an advance or reimbursement



7. You will need to print up your semester class schedule and book request through your My Canyons account to attach as proof.
  - When in Student Menu click on the link “Order your textbooks now.”



- Select “Click Here To Get Your Books”



Textbook... x +  
 /servlet/TBListView? UPDATE COURSE LIST

CIRCLE Text your roomie dough for the pizza. Circle Pay for TRY CIRCLE

Course ID	Book Title	Author	Price	Status
CAWT 116 21806 COC SUMMER 2016	ESS OF BUS COMM.. LL W/APLIA+ACCESS >IP	GUFFEY	from \$124.30 - \$124.30	REQUIRED
CAWT 151 21809 COC SUMMER 2016	ENHANCED MSOFFICE 2013+SAM, MINDTAP>IP<	VERMAAT	from \$163.45 - \$163.45	REQUIRED
CAWT 161 21812 COC SUMMER 2016	ENHANCED MSACCESS 2013+SAM, MINDTAP >IP	PRATT	from \$163.45 - \$163.45	REQUIRED

NO ITEMS SELECTED

- Print page to include in request. GAIN will only pay for books that are **REQUIRED**
- Type in the book information as follows – Author: Title of Book
  - Under the heading “Books” on the request form type in the maximum price the book is sold for which can be found on the “Order your textbooks now” print out. TAX WILL AUTOMATICALLY BE ADDED.

