Steps to upload the Gratuity Letter

1. Go to Peoplesoft (Employee Portal) and log in using your LAN ID and password
2. On the right side of the page, click on "My Reward" then click on "Tax Reform"
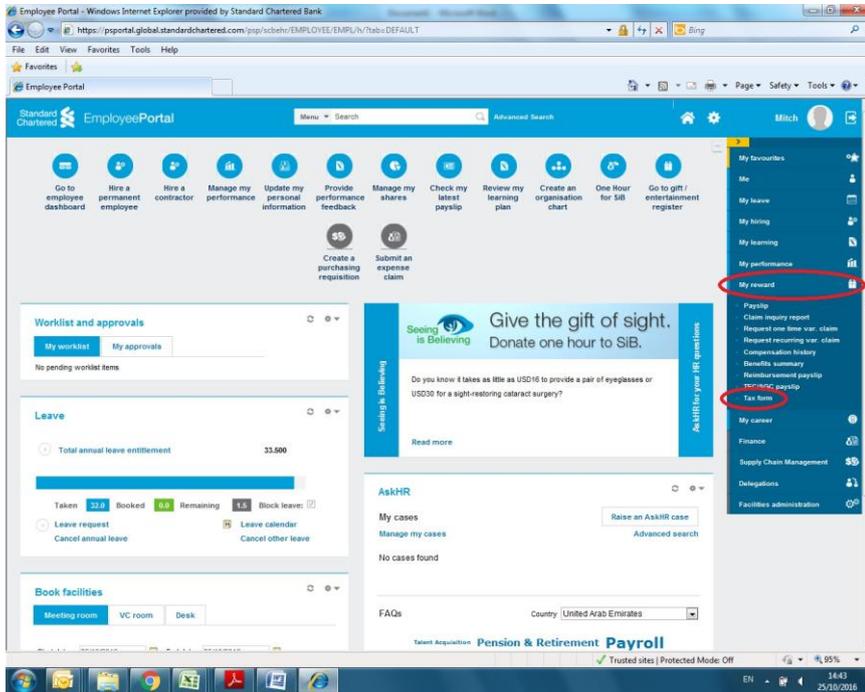
3. You can choose two options:
   a. Send the statement to your email address and upload the file you have received by clicking "Email Me" as shown below
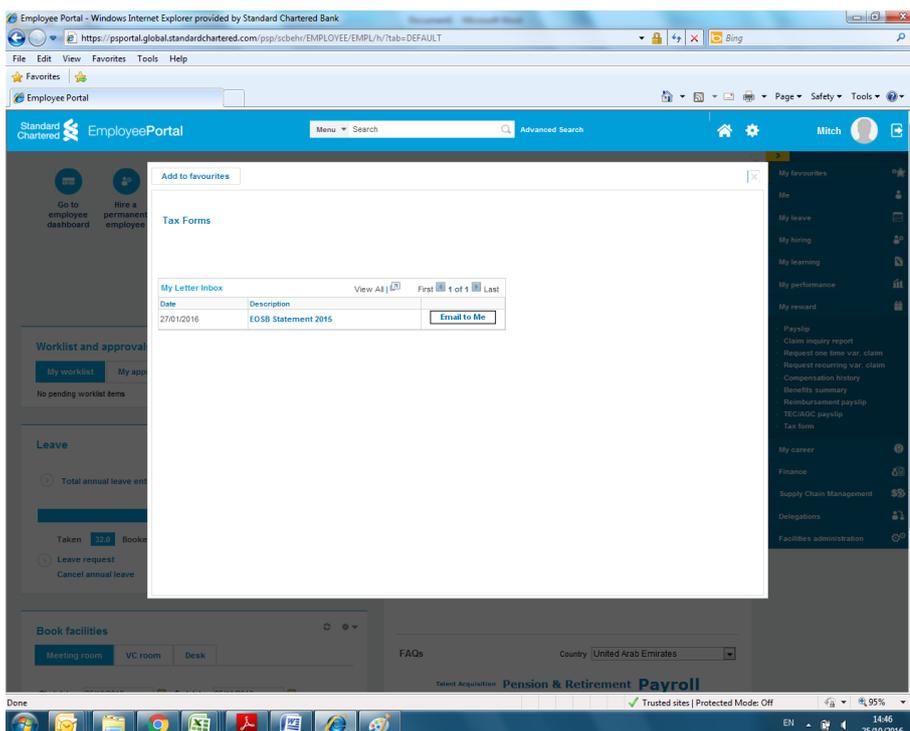
b. Open the file and save it as PDF

Note: If you still do not have EOSB statement in PeopleSoft, upload a blank document so you can proceed with the application