Quick Reference Guide – Change Approver on Form I-9 in Global Self Service

- 1) Log into Global Self Service.
 - To access from inside the UHG network (Intranet):
 Complete Section 1 of Form I-9
 - To access from outside the UHG network (Internet):
 Complete Section 1 of Form I-9
- 2) From the Validation Page, click Change Approver.



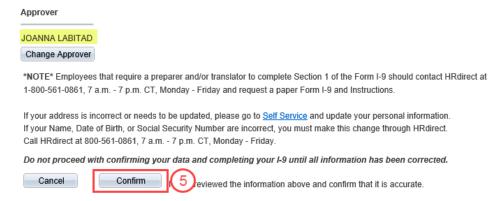
3) To search for an alternate approver, enter the Approver ID (employee ID of approver) or Last Name and First Name and click 'Look Up'.



The approver will appear in the search results. Click on the hyperlink/approver name.

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4) From the Validation Page, confirm the correct approver is populated on screen, and click 'Confirm'.



5) The system will automatically redirect to Section 1 of the Form I-9 for completion.