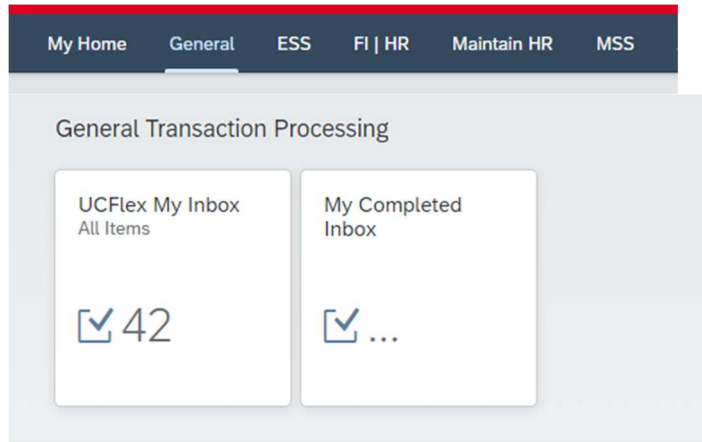
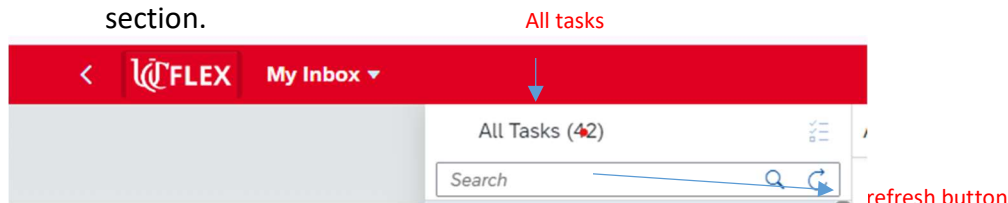


## Labor Verification Approval Tips

- To access the UC Flex My Inbox, go to the General tab in the UC Flex portal and click on the UC Flex My Inbox tile.



- Forms available for review and approval will be listed on the left under the “All Tasks” section.



- Refresh the screen.
- To open the form, click on the form in the “All Tasks” list, then click Open Task on the bottom right of the screen.
- Note: If the form does not open, make sure pop-ups are not blocked for the site
- Click on the task but only once
- If you click too many times it will lock you out. If this happens, select “release” to cancel assignment. Then select “open task” to approve form/statement
- Always include a screen shot of your the with your message when reaching out to GCC. This will help with providing assistance.