Approving Documents in Self Service Finance 9

1. Log into the Stockton portal > Employee tab > Click on link for Self Service Finance 9.

2. Click on Approve Documents.

3. Your User ID will populate. Click on Submit to view all documents in your queue.

4. Review the document
   - Click on the document number to display detailed information about the document in PDF format.

Take Action
- **Approve** – the Approve button is only enabled if the person who logged in is authorized to approve the document.