

Directions on Exclusive Acquisition Justification Form Status Look Up

Go to – Employee Self Service at <https://myhr.unt.edu/psp/ps/?cmd=login&languageCd=ENG&>

Select Department at top of screen



Login in to eForms

Login in is the same as your user ID



Login to Next Gen Web Solutions

Username

> Forgot your password?

> Need Help?

Password

Don't Remember Login

Login

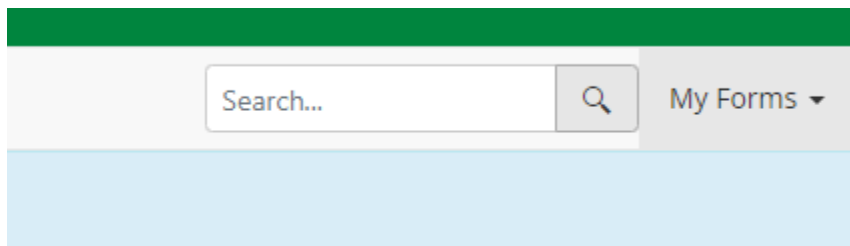
Dynamic Forms

Select one of the statuses on the right to view the status of your form.

	Returned	Multi	Pending	Processed	Archived	Action
☆	0	2	7	18	0	Action ▾

1 - 1 of 1 items 

You can also select My Forms pull down to see different statuses



Select Actions to either manage co-signers to resend to signer or manage your form in other ways.

You will also receive an email with a link like below when your form is approved from the below

From: notify@ngwebsolutions.com

The Procurement Office made a determination on your Exclusive Acquisition Justification Form.

Please click the link below to review your form.

Please visit your Dynamic Forms home page by clicking [here](#).

Do not submit form on requisition until Procurement office has approved the form.