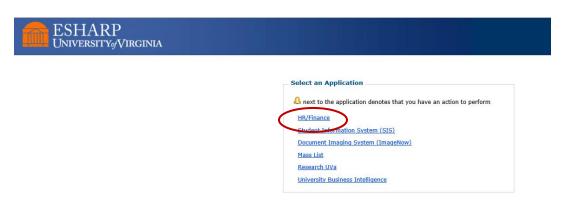# How do I permanently change my default approver?

The purchasing approval hierarchy determines who receives your requisitions for approval. If you wish to **permanently** change your default approver, you will need to submit a new ESHARP form.
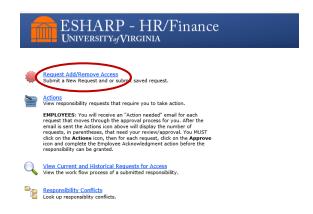
1. To access ESHARP, sign into NetBadge.

2. Click on the link for the HR/Finance application
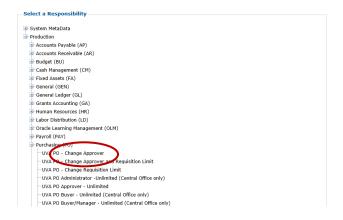

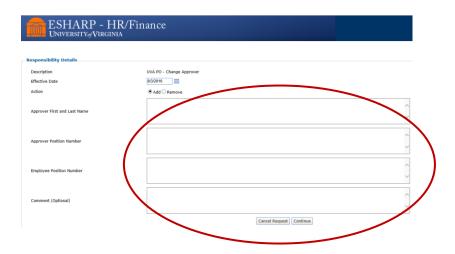3. Click Request Add/Remove Access.

4. Click New Request.

5. Enter a request comment, if desired. Click Continue.

6. Select the Purchasing (PO) module and choose **UVA PO - Change Approver** from the list of values. Note: If desired, you also have the ability to change both your Approver and your Requisition Limits.

7. Enter the new Approver's First and Last Name, Position Number, and your Position Number. Click Continue.

8. Click Submit Request for Review.

Note: Your departmental HR representative can provide you with the position numbers.