1. **Create a shortcut on your desktop to access the Guardian system.**
   *Follow the steps below if you have an issue copying and pasting the link into your web browser.*

   [www.perfectcompliance.com/UAB](https://www.perfectcompliance.com/UAB)

   - Right click on the link above.
   - Select **“copy hyperlink.”**
   - Minimize your screen.
   - Right click on your desktop.
   - Select **“new”** and choose **“shortcut.”**
   - Right click in the box and paste the URL.
   - Select **“next.”**
   - Rename the shortcut and click **“finish.”**

2. **Login through the website.**

   - Go to the [perfectcompliance.com](https://www.perfectcompliance.com) website.
   - In the URL bar, remove everything after the / so it reads [www.perfectcomplaince.com/](https://www.perfectcomplaince.com/) (see image below).
   - Log in through UAB secure login.

For questions, visit the [HR Records Administration Contact Us](https://www.perfectcompliance.com/uab) page to contact an I-9 representative.