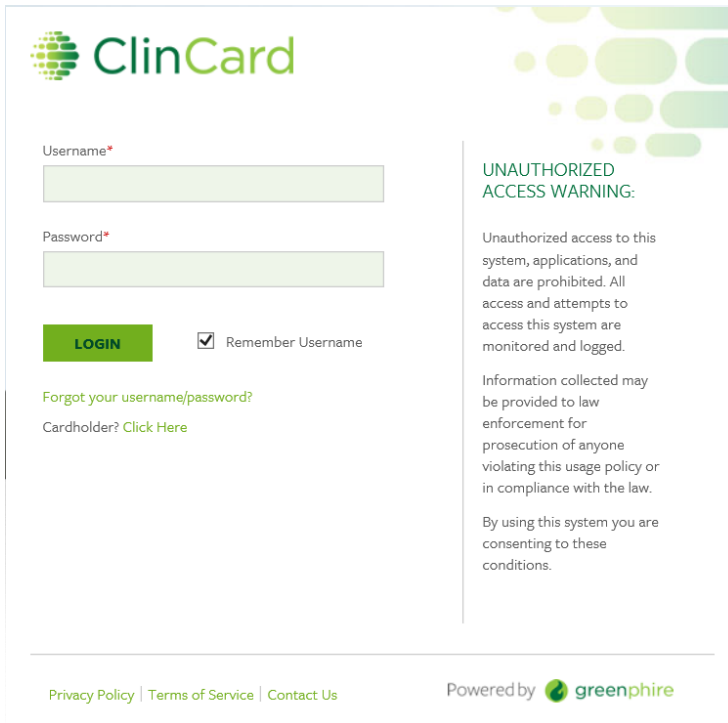


ClinCard Reference Guide: Approver

► How to login to ClinCard

- 1) Login to www.clincard.com.




UNAUTHORIZED ACCESS WARNING:

Unauthorized access to this system, applications, and data are prohibited. All access and attempts to access this system are monitored and logged.

Information collected may be provided to law enforcement for prosecution of anyone violating this usage policy or in compliance with the law.

By using this system you are consenting to these conditions.

Privacy Policy | Terms of Service | Contact Us

Powered by  greenphire

- 2) Enter your login and password as provided to you. Keep in mind that your login and password are case sensitive so make sure to use capital letters as necessary.
- 3) If you have difficulty logging into www.clincard.com, please click on the “Forgot username and password?” link, enter your email address, and click “Reset my password.” This will instantly send you an email with a link allowing you to reset your password.
Note: You can also call Greenphire’s site support team at 215-609-4378.

► How to approve a payment

- 1) Login to www.clincard.com
- 2) You will be automatically brought to the “Payment Approvals” page upon log-in. If you need to return here from another screen, you can click on “Payment Approvals” in the toolbar.

ClinCard Reference Guide: Approver

3) If there are payments pending your approval, you will see these listed on the page.

Payment Approvals

APPROVE SELECTED DECLINE SELECTED CANCEL

Unchecked payments will continue to wait for approval.

Selected Totals By Currency Type (Displaying 1 - 9 of 9 pending payments available)

US DOLLAR

0.00 USD

FILTER BY: [DATE RANGE](#) [STUDY](#) [SUBJECT ID](#)

AMOUNT	TYPE	DATE	STUDY	SUBJECT ID	IN REVIEW	ADD NOTE
<input type="checkbox"/>	25.00 USD Miscellaneous Payment	14-Sep-2018	00 - ALL STUDY - UAB ALL STUDY - UAB	--	<input checked="" type="checkbox"/> No	Type to add note...
Notes:		Was issued card 51678085 in system but given card 71677608. Visit 1				
Requester:		Rebecca Whittle				
<input type="checkbox"/>	25.00 USD Miscellaneous Payment	14-Sep-2018	00 - ALL STUDY - UAB ALL STUDY - UAB	--	<input checked="" type="checkbox"/> No	Type to add note...
Notes:		was issued card 51678093 in system but given card 21677616				
Requester:		Rebecca Whittle				

4) You can review the payments on the page. Notice that it is possible to filter the payment requests you are viewing by date range, by study, and by subject ID. (Note: If there were no payments to approve, you would see the below)

PAYMENT APPROVALS ADMIN REPORTS SUPPORT

Payment Approvals

APPROVE SELECTED DECLINE SELECTED CANCEL

Unchecked payments will continue to wait for approval.

AMOUNT	TYPE	DATE	STUDY	SUBJECT ID	IN REVIEW	ADD NOTE
--------	------	------	-------	------------	-----------	----------

There is nothing left to approve.

ClinCard Reference Guide: Approver

- 5) In order to approve payments, you select each that you want to approve, and then click on “Approve Selected.” You can also choose payments to decline, if necessary.

Payment Approvals

APPROVE SELECTED
DECLINE SELECTED
CANCEL

Unchecked payments will continue to wait for approval.

Selected Totals By Currency Type (Displaying 1 - 9 of 9 pending payments available)

US DOLLAR
25,00 USD

FILTER BY: DATE RANGE STUDY SUBJECT ID

AMOUNT	TYPE	DATE	STUDY	SUBJECT ID	IN REVIEW	ADD NOTE
25.00 USD	Miscellaneous Payment	14-Sep-2018	00 - ALL STUDY - UAB ALL STUDY - UAB	--	<input checked="" type="checkbox"/> No	Type to add note...
Notes:		Was issued card 51678085 in system but given card 71677608. Visit 1				
Requester:		Rebecca Whittle				

- 6) You can include a note, if you would like, explaining why you are approving/declining the payment.

Email alerts will be sent twice daily to inform you that there are payments pending your approval. These messages are sent at 6am and 4pm EST

Hello Debbie,

You have pending items available for review on <https://clincard.com>. The item(s) are as follows:

The following payments are pending:

- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study
- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study
- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study
- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study
- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study
- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study
- Payment of \$500.00 for subject C113076 in the 00 - ALL STUDY - UAB study
- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study
- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study
- Payment of \$25.00 for subject unknown in the 00 - ALL STUDY - UAB study