ClinCard Reference Guide: Approver

How to login to ClinCard

1) Login to www.clincard.com.

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

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)
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]

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](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 $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