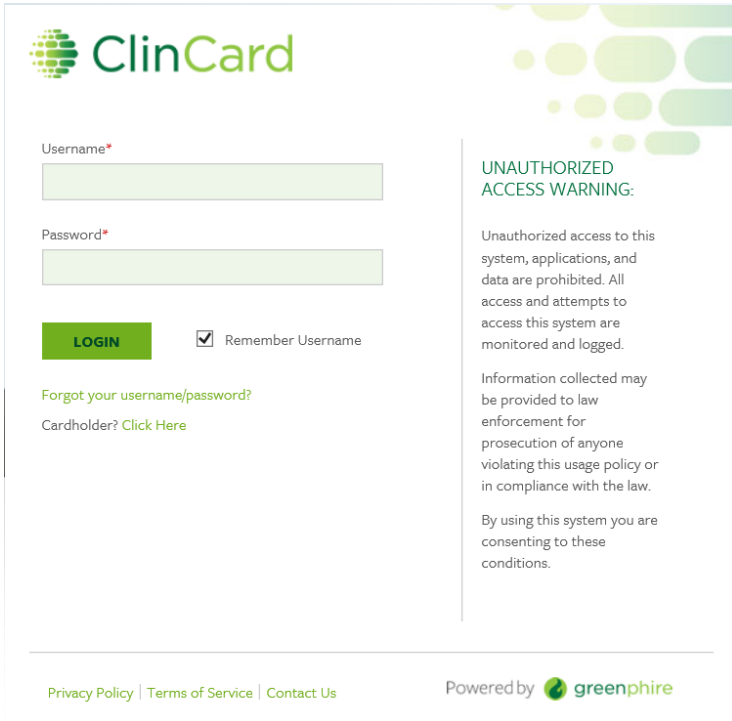


ClinCard Reference Guide: Approver

► 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.

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- 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) Click on “Payment Approvals 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 remain in 'Pending' status.

Selected Totals By Currency Type (Displaying 1 - 3 of 3 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"/>	100.00 USD	Preset payment	19-Feb-2018	31-Psych OBSERVEMDD000 1-141218011 326501.01.01.2014294.10.820 9070	01022057	<input type="radio"/> No	Type to add note...
		Requestor: Name: Notes:	Allison Stewart Week 65 02/19/2018				
<input type="checkbox"/>	150.00 USD	Preset payment	19-Feb-2018	31-Pulm CCELL-F161017009 331702.01.01.2017164.10.820 9070	ML016	<input type="radio"/> No	Type to add note...
		Requestor: Name: Description: Notes:	Pratul Schroff V3 V3 N/A				

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.

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.

[REGISTER SUBJECT](#)
[LOOK UP SUBJECT](#)
[PAYMENT APPROVALS](#)
[ADMIN](#)
[REPORTS](#)
[SUPPORT](#)

Payment Approvals

APPROVE SELECTED

DECLINE SELECTED

CANCEL

Unchecked payments will remain in 'Pending' status.

Selected Totals By Currency Type (Displaying 1 - 3 of 3 pending payments available)

US DOLLAR


100.00 USD

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

	AMOUNT	TYPE	DATE	STUDY	SUBJECT ID	IN REVIEW ?	ADD NOTE
<input checked="" type="checkbox"/>	100.00 USD	Preset payment	19-Feb-2018	31-Psych OBSERVEMDD000 1-141218011 326501.01.01.2014294.10.820 9070	01022057	<input type="radio"/> No	Type to add note...
		Requestor: Name: Notes:	Allison Stewart Week 65 02/19/2018				

- 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



Tue 2/20/2018 3:07 PM

noreply@greenphire.com

ClinCard Pending Payments

To: Craft, Nikki J

Hello Nikki,

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

The following payments are pending:

- Payment of \$50.00 for subject ELS-010-5 in the 31-Psych MiRNA & ELS-3000000196 study
- Payment of \$75.00 for subject 20012823 in the 31-Psych ESK3008-IRB-160517002 study
- Payment of \$75.00 for subject 04S-002 in the 31-Psych NRX-101-001 - 300000465 study
- Payment of \$100.00 for subject 302269003 in the 31-Psych RAP-MD-04 - 170609014 study
- Payment of \$75.00 for subject 20012829 in the 31-Psych ESK3008-IRB-160517002 study