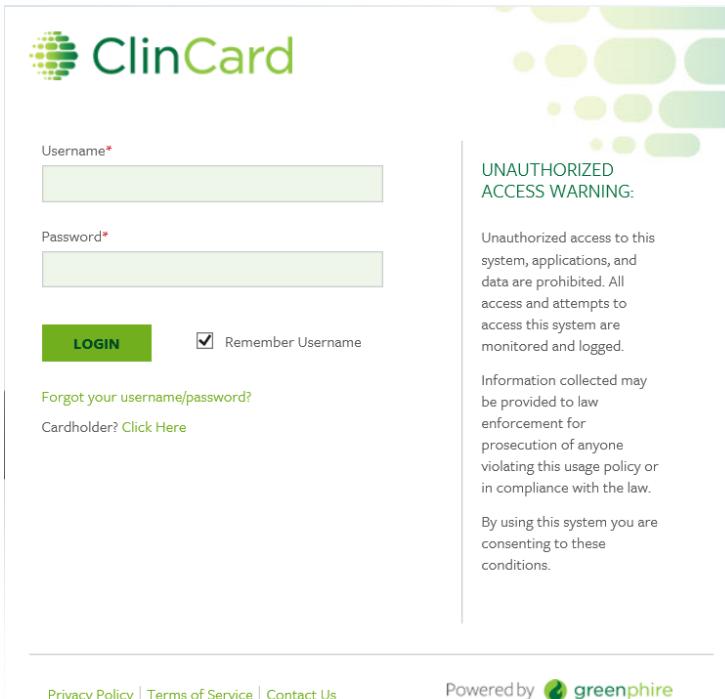


## ClinCard Reference Guide: Approver

---

### ► How to login to ClinCard

- 1) Login to [www.clincard.com](http://www.clincard.com).



The image shows the ClinCard login page. On the left, there are fields for 'Username\*' and 'Password\*', a 'LOGIN' button, and links for 'Forgot your username/password?' and 'Cardholder? Click Here'. On the right, there is a sidebar with a green and white abstract graphic. The sidebar contains a 'UNAUTHORIZED ACCESS WARNING' section with text about monitoring and logging unauthorized access, and two smaller sections below it: one about information collection for law enforcement and another about user consent to system 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](http://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](http://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: <a href="#">DATE RANGE</a> <a href="#">STUDY</a> <a href="#">SUBJECT ID</a>							
	AMOUNT	TYPE	DATE	STUDY	SUBJECT ID	IN REVIEW	ADD NOTE
<input type="checkbox"/>	100.00 USD	Preset payment	19-Feb-2018	31-Psych OBSERVE MDD000 1-141218011 326501.01.01.2014294.10.820 9070	01022057	<input checked="" type="radio"/> No	Type to add note...
<input type="checkbox"/>	150.00 USD	Preset payment	19-Feb-2018	31-Pulm CCELL-F161017009 331702.01.01.2017164.10.820	ML016	<input checked="" type="radio"/> No	Type to add note...
				Requestor: Name: Notes:	Praful Schriff 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.



WELCOME, NIKKI CRAFT  
[User Settings](#) | [Logout](#)

[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 OBSERVE <sup>MD000</sup> 1-141218011 326501.01.01.2014294.10.820 9070	01022057	<input type="radio"/> No	Type to add note...

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 045-002 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