



ClinCard Quick Reference Guide

Approver Role

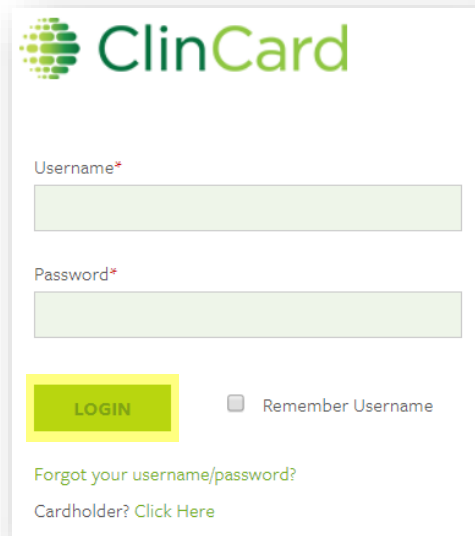
Version 4.0 | Updated: June 2018

Table of Contents

Login to ClinCard.....	1
Approve a Reimbursement	2

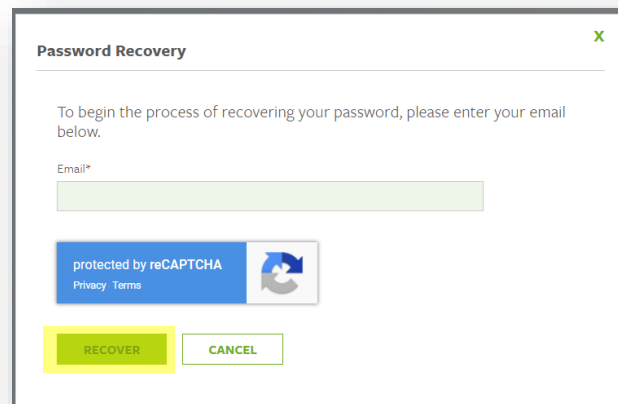
Login to ClinCard

1. Login to www.clincard.com.
2. Enter your username and password. *Your login credentials are case sensitive.



The image shows the ClinCard login page. At the top left is the ClinCard logo. Below it are two input fields: 'Username*' and 'Password*'. To the right of the password field is a checkbox labeled 'Remember Username'. Below the input fields is a yellow 'LOGIN' button. Underneath the button are two links: 'Forgot your username/password?' and 'Cardholder? Click Here'.

3. If you have difficulty logging in, click **Forgot your username/password?**. Enter your email address and click **Recover**.
 - a This will instantly send you an email with a link that allows you to reset your password.
 - b You can also call our site support team:
 - i Local United States/Canada: (215) 609.4378
 - ii United States Toll Free Number: (844) 847.0107



The image shows a 'Password Recovery' form. At the top right is a close button 'X'. Below the title is a message: 'To begin the process of recovering your password, please enter your email below.' There is an 'Email*' input field. Below the input field is a reCAPTCHA widget with the text 'protected by reCAPTCHA' and 'Privacy Terms'. At the bottom are two buttons: a yellow 'RECOVER' button and a white 'CANCEL' button.

Approve a Reimbursement

1. Click **Payment Approvals**.
 - a. If there are payments pending your approval, you will see these listed on the page.
2. Check the box next to each payment you would like to approve.
 - a. You can also choose payments to decline, if necessary.
 - b. 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 ES.

Payment Approvals

APPROVE SELECTED
DECLINE SELECTED
CANCEL

Unchecked payments will continue to wait for approval.

Selected Totals By Currency Type (Displaying 1 - 27 of 27 pending payments available)

EURO	US DOLLAR
0.00 EUR	0.00 USD

AMOUNT
 DATE RANGE
 STUDY
 SUBJECT ID

	AMOUNT	TYPE	DATE	STUDY	SUBJECT ID	IN REVIEW ?	ADD NOTE
<input checked="" type="checkbox"/>	14.14 USD	Miscellaneous Payment	13-Apr-2018		536001	<input type="checkbox"/> No	Type to add note...
Notes: Requester:							
<input checked="" type="checkbox"/>	150.00 USD	Other Reimbursement	16-Apr-2018		2110-070	<input type="checkbox"/> No	Type to add note...
Notes: Requester:							
<input checked="" type="checkbox"/>	25.00 EUR	Miscellaneous Payment	03-Apr-2018		Load Test LOAD-TEST- SUBJECT	<input type="checkbox"/> No	Type to add note...
Notes: Requester:							

3. Click **Approve Selected** or **Decline Selected** to approve or deny the selected payments.