ClinCard Quick Reference Guide

Approver Role
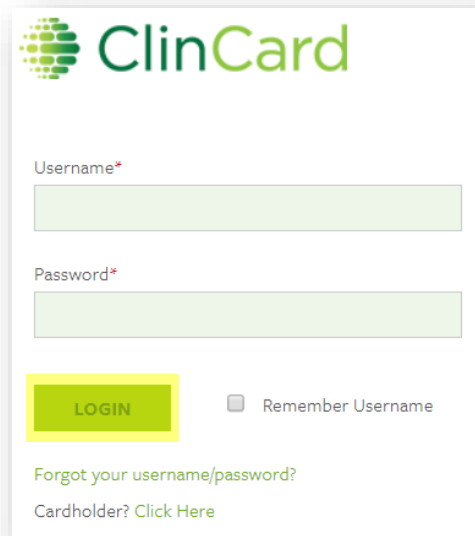
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Login to ClinCard

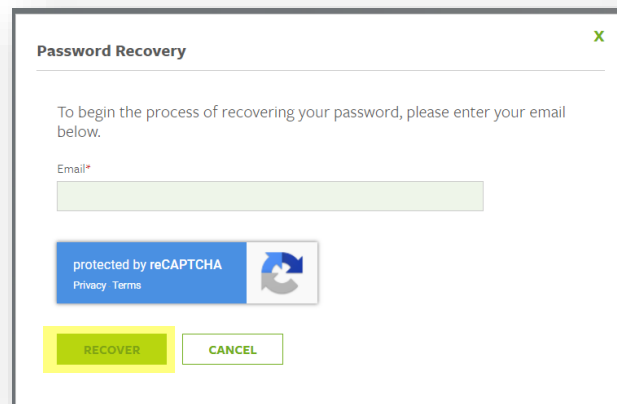1. Login to [www.clincard.com.](http://www.clincard.com)
    2. Enter your username and password. *Your login credentials are case sensitive.

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

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.

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