## **Renew Authorization**

**Description:** In this topic, the user will learn how to renew an authorization. When an existing authorization expires and a new authorization for the same client funding account is received, renew the authorization instead of creating a new one. New authorizations should be created when there is a new service, which also requires a new client funding account.

Role Required: Super User, Authorization, Billing Team

Permission Required: Authorizations Admin Access

## **Renew an Authorization**

- 1. Log in with personal profile
- 2. Select Authorization from the main menu
- 3. Select Authorizations from the submenu
- 4. Enter the client name and service code in the filters and click Search
- 5. Click anywhere on the authorization row to view details
- 6. Click Actions
- 7. Select Renew Authorization
  - a. Complete all editable fields on the Renew Authorization form wizard, which include the new date, balance, and max information.
- 8. Click Save and Yes to confirm

## Approve the Renewed Authorization from the Pending Authorizations Screen

- 1. Log in with personal profile
- 2. Click Authorization on the main menu
- 3. Click Pending Authorizations on the submenu
- 4. Click A in the authorization row to approve (or the red R to reject)
- 5. Click Yes to confirm

## Related articles

- Business Rule List
- Authorizations Overview
- System Set-Up Admin Guide
- Where does the bill rate on a billing entry come from?
- How do I see all entries associated with an authorization?