# 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?