Steps to viewing authorizations

1. Log into your member portal.
2. Enter in the time frame that you are looking for (ie. If I wanted to look at authorizations from the last month, I would enter 2/1/2020-3/1/2020).
3. Select search.

4. Below the search bar, you should see the total number of authorizations that have been submitted in the selected time frame with the ability to view each individual authorization.

5. When you select to view your individual authorization, you will be able to see all information related to the specific authorization. This includes the current status (approved, denied, voided, pending).
6. In addition to the generated information, you also will have the ability to view any additional attachments belonging to the authorization.