

ClinCard Reference Guide: Payment Detail Report

How to login to ClinCard

- 1) Login to <u>www.clincard.com</u>
- 2) Enter your login and password as provided to you. Keep in mind that your login and password are case sensitive so make sure to use capital letters as necessary.
- 3) If you have difficulty logging into <u>www.clincard.com</u>, please click on the "Forget username and password?" link, enter your email address, and click "Reset my password." This will instantly send you an email with a link allowing you to reset your password.

How to pull Program Balance Detail Report

1) Click on "Reports"



3) Click "Program Balance Detail"

ClinCard					
REG	ISTER PARTICIPANT LOOK UP PARTICIPANT	PAYMENT APPROVALS			
	Reports				
	Select a report Milestone Payment Schedules	Â.			
	Payment Detail				
	Payments by Site				
Ρ	Payments by Participant				
	Payments by Study				
E	Program Balance Detail				

4) Choose the start date and end date that you would like for your report to run. Click "Download Report"

Payment Detail				
Download your report for details.				
The selected dates will be applied to your download.				
	Start Date:	End Date:		
	10-May-2023	24-May-2023	DOWNLOAD REPORT	

5) This report will open as an excel report.