ClinCard Reference Guide: *Payment Detail Report*

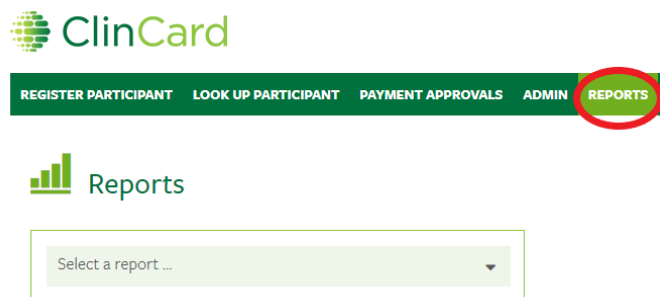## How to login to ClinCard

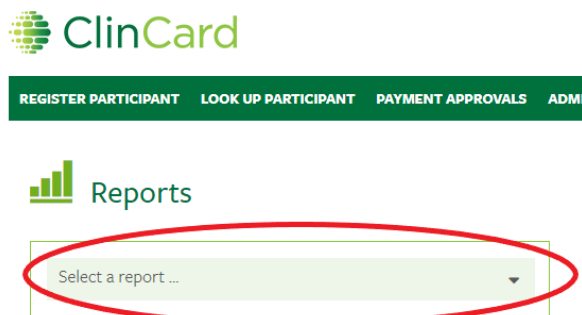1) Login to www.clincard.com

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 www.clincard.com, 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.
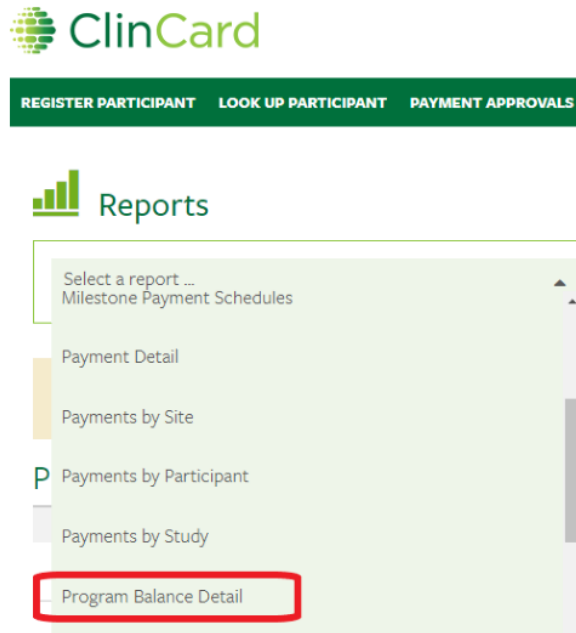
How to pull Program Balance Detail Report

1) Click on "Reports"

2) Click on "Select a report"

3) Click "Program Balance Detail"

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

5) This report will open as an excel report.