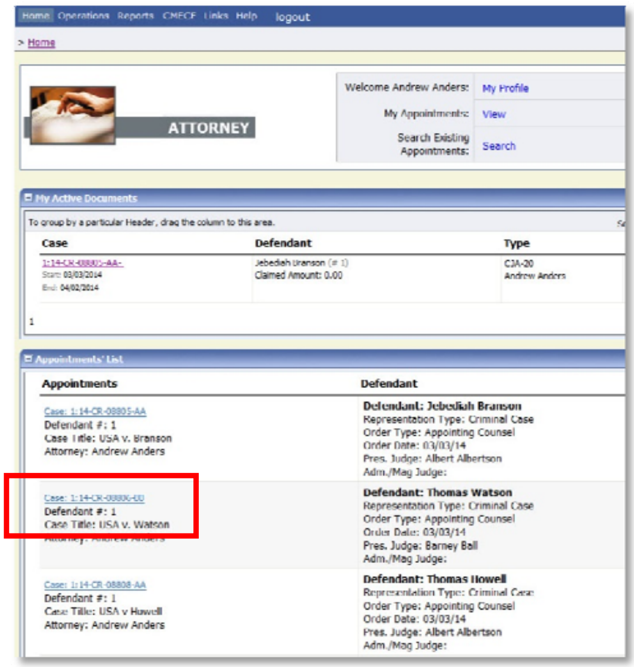
Requesting Authorization for a Service Provider

Step 1

Click the Case Number hyperlink in the Appointment List on your Home page.

Figure 1: Attorney Home Page

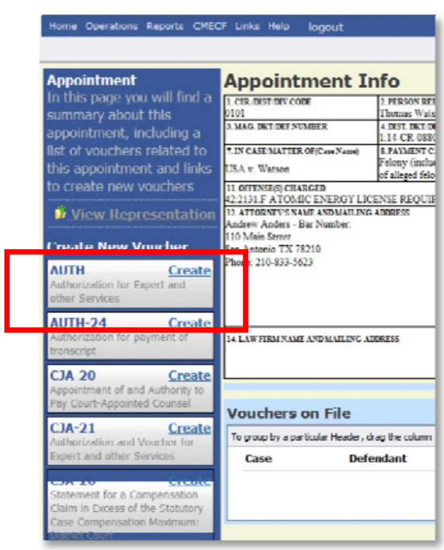


You will be taken to the Appointment Info page.

Step 2

Click the AUTH Create link of the left-hand menu.

Figure 2: The Appointment Info screen

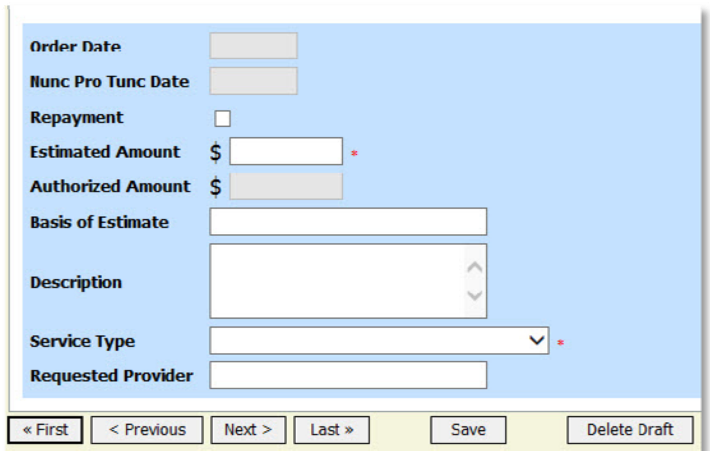


Step 3

Fill in the information requested for the Authorization.

Fill in the Estimated Amount, the Basis of Estimate, a Description, and select the Service Type from the drop-down list.

Figure 3: Authorization Basic Info



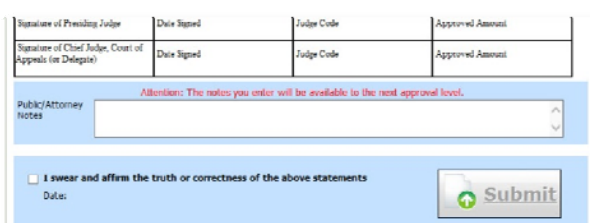
Notes:

- You may attach multiple supporting documents in the Document tab. You will be able to include a description for each document as you load it.

Step 4

Submit your Authorization Request

Figure 4: Authorization Request Confirmation Tab



Notes:

- You may add notes to your submission on the Submit tab. Check the "I swear..." check box (the date will automatically update to the current date) and click Submit.