

View and Approve HIN Change Requests Quick Reference Card

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How to view and approve HIN changes requiring approvals

To access the portal, use the following URL: <https://workspaceabc.force.com/gpoconnect>

Access HIN change approval requests

1. Select the **HIN changes requiring approvals** tile on the homepage.



2. Select **Open Approval Request** to review a request.

Action	GPO Account Name	Prior HIN	Shipping Address	Market Segment	Details on Request
Open Approval Request					Additional information required
Open Approval Request				Clinic	
Open Approval Request				Academic Institution	We need your approval

3. Contact info will pre-populate in the Approval Request window. Update contact information if necessary.
4. Scroll down to select the **Market Segment**
5. Check the box **I authorize HIN creation on my behalf**
6. Enter the **Approver Name**.
7. Click **Save**.

The screenshot shows the 'Approval Request' form. It has a title bar 'Approval Request'. Below it are three input fields: 'Marlene Anthony', '* Phone Number' (with value 3103102233), and '* Market Segment' (with value Cardiology). Below these is a section 'Please provide your approval' with a checkbox 'I authorize HIN creation on my behalf' (checked) and an 'Approver Name' field (with value Lauren Kennedy). At the bottom are 'Save' and 'Cancel' buttons. Red boxes and callouts highlight: 3 (the top input fields), 4 (the Market Segment dropdown), 5 (the authorization checkbox), 6 (the Approver Name field), and 7 (the Save button).