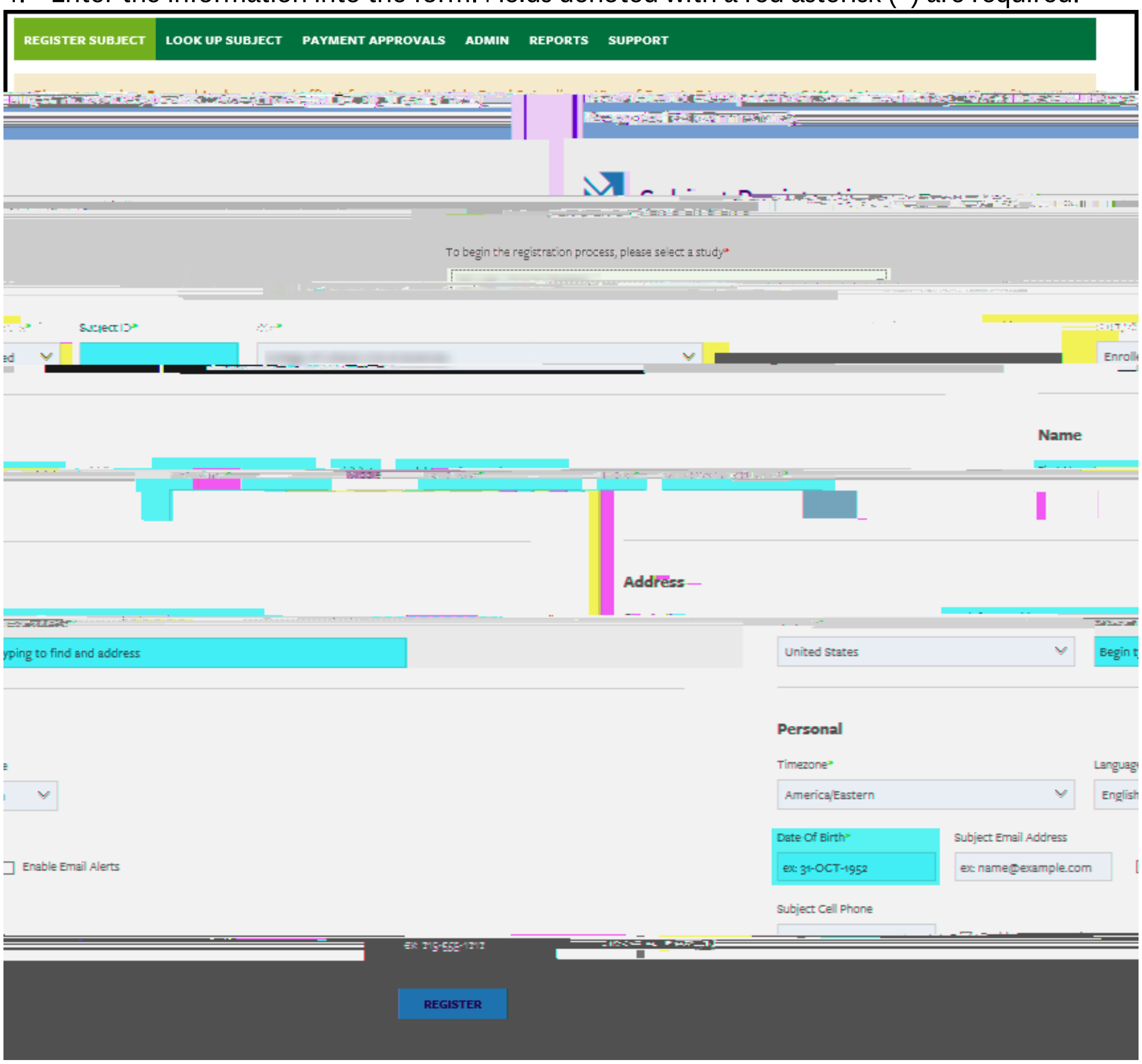
You will need to collect the following information for each card recipient:

Social Security Number
First Name
Last Name
Address
Date of Birth (used to verify identity if the card holders call Greenphire)

You can chose to utilize the IRS form W-9 to collect this data. If W-9's are collected, send them to Campus Box 38 Attn: Kristie Courtney once the recipient has been set up in the Greenphire system.

Register a Subject

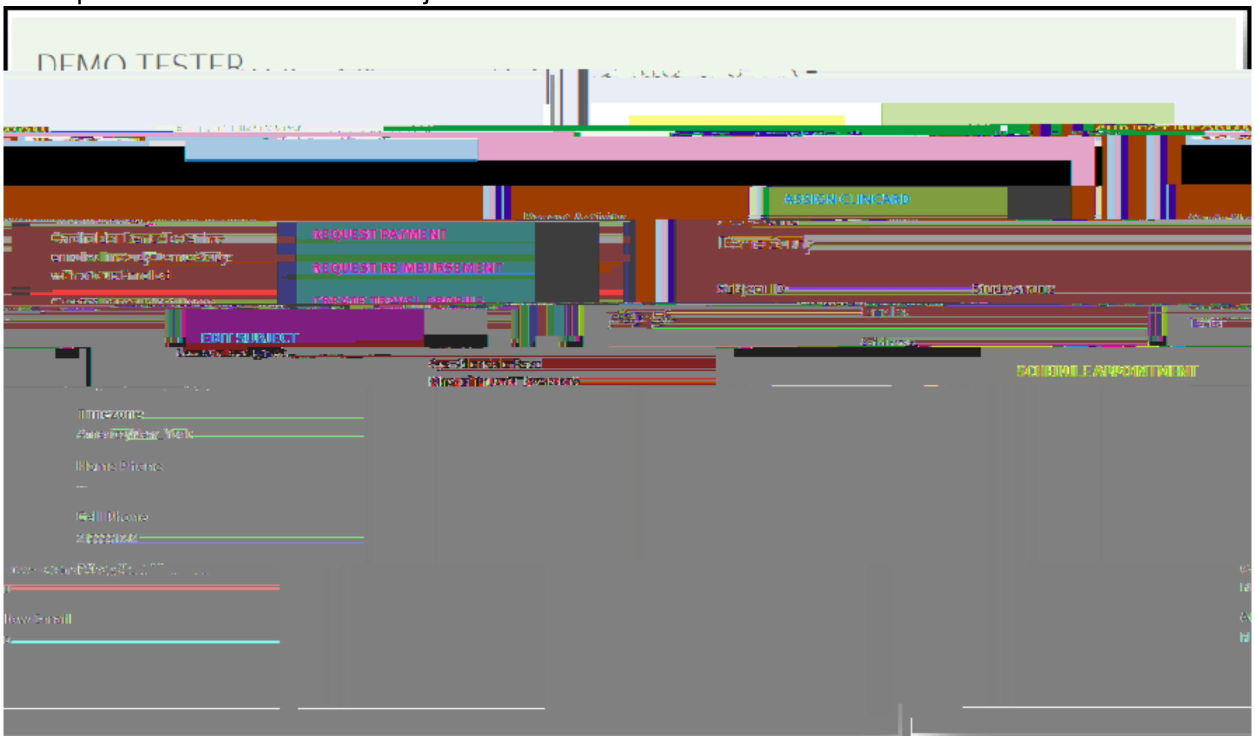
1. Login to www.clincard.com.
2. Click the Register Subject tab.
3. Select the appropriate Study from the drop-down menu.
4. Enter the information into the form. Fields denoted with a red asterisk (*) are required.



*If you would like the Subject to receive payment confirmations or appointment reminders, select the "Enable Email Alerts" and "Enable Text Messaging" checkboxes.

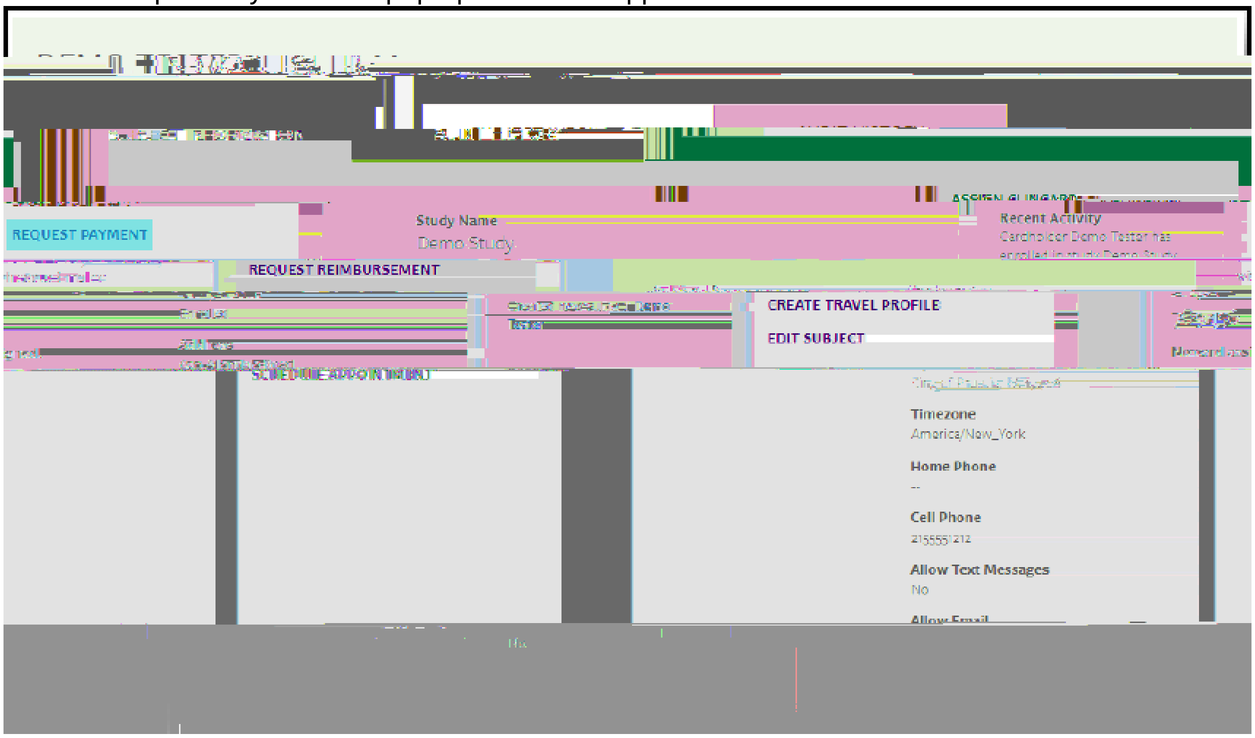
5. Click Register.

6. You will be brought to the “Subject Information” screen where you can assign a card number, make a payment, replace a ClinCard or edit a Subject’s information.

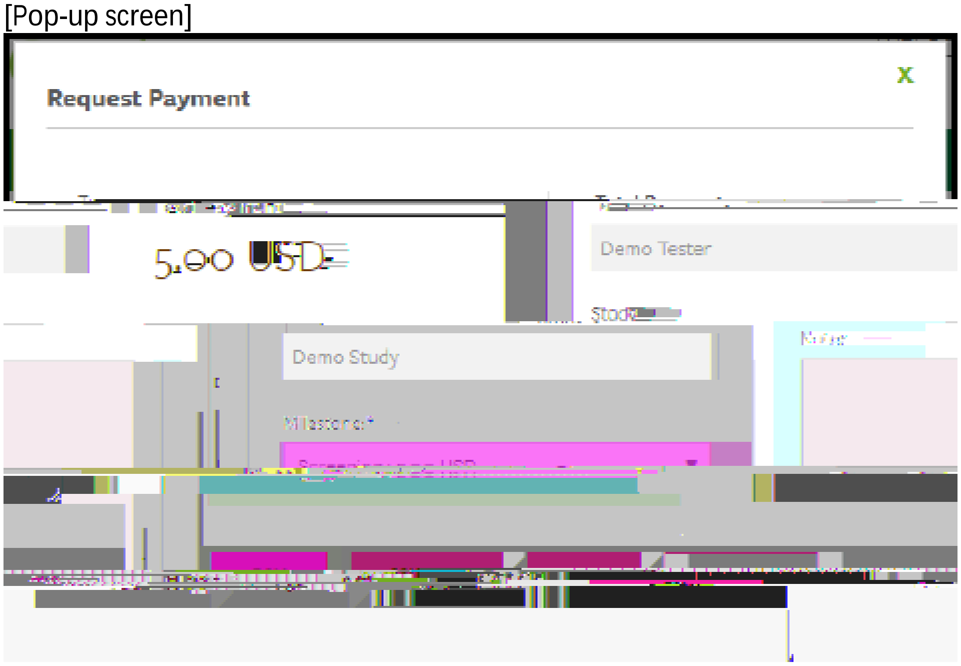


Request a Payment

1. Click Request Payment and pop-up screen will appear



[Pop-up screen]



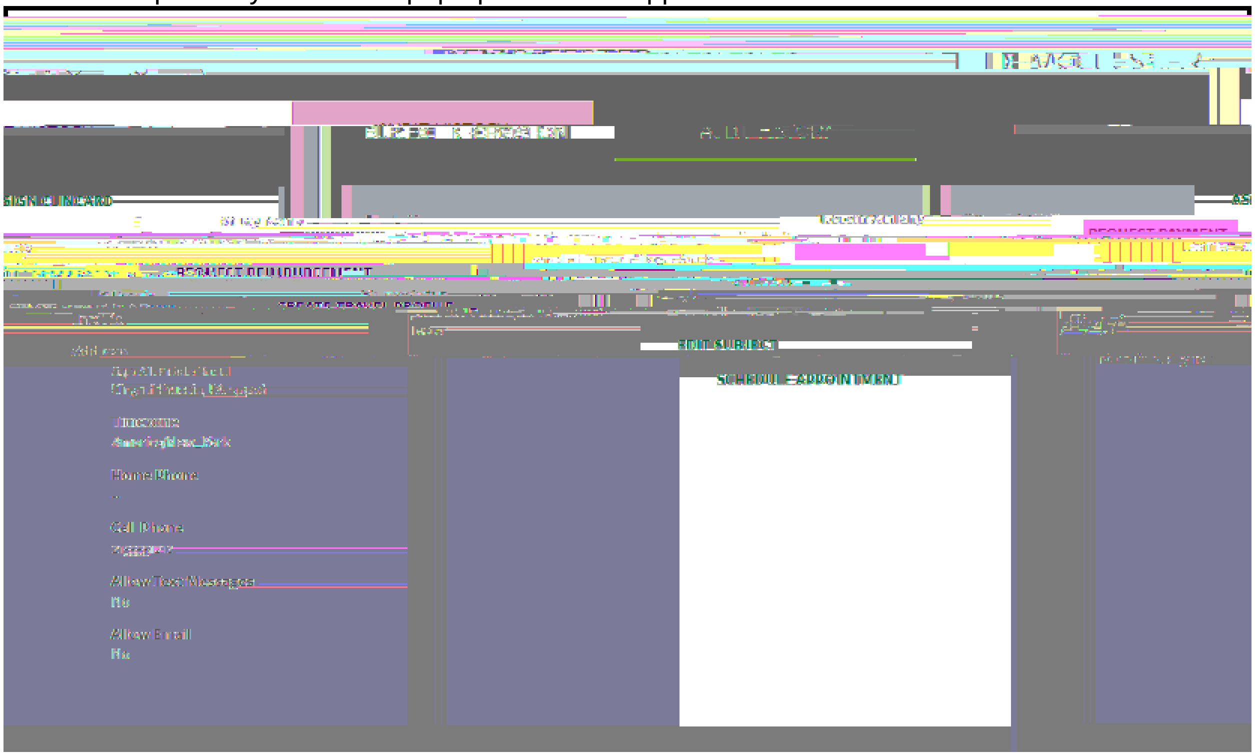
2. Select the milestone the subject is being paid.
3. Add any Notes (not required).
4. Click Pay.
    a. When a payment has successfully been <u>requested</u>, the “Pending Payments” area of the “Subject Information” screen will reflect the payment. It will also be reflected in your “Recent Activity” in the middle of the screen.
    b. When a payment has been <u>approved</u> and <u>processed</u>, the amount will be removed from the “Pending Payments” area and will now be reflected in the “Card Balance” area.

[redacted]

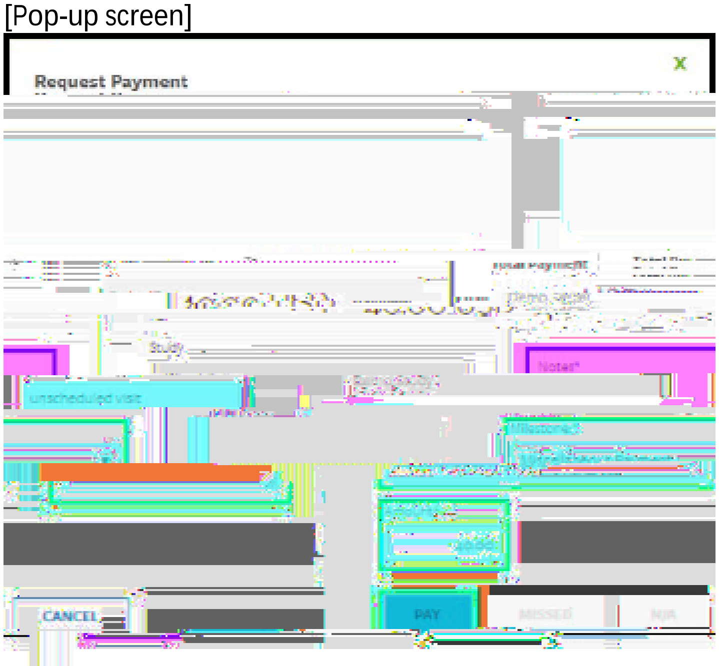
5. If the Subject has opted to receive email and/or text messages, the Subject will receive a payment confirmation communication

Make a Miscellaneous Payment

1. Click Request Payment and a pop-up screen will appear



[Pop-up screen]



2. Select “Miscellaneous Payment” in the milestones drop-down menu.
3. Enter the payment value in the “Amount” field.
4. Add an appropriate comment in the “Note” field, e.g., Unscheduled Visit, etc.
5. Click Pay.