Creating an Authorization for a Service Provider

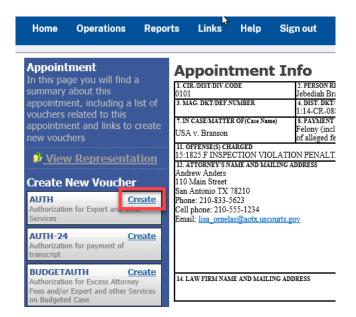
Step 1

In the Appointments' List section of your Home page, click the case number link.



Step 2

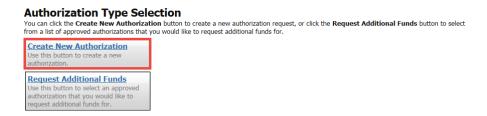
In the Appointment section, click the AUTH Create link.





Step 3

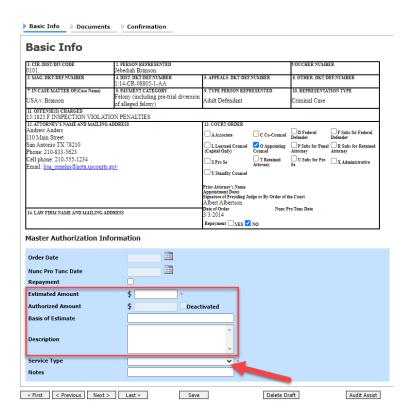
Click the Create New Authorization link.



Step 4

On the Basic Info page, enter the information requested for the authorization.

In the **Estimated Amount**, **Basis of Estimate**, and **Description** fields, enter the appropriate information; the **Authorized Amount** field is not editable. Then click the **Service Type** dropdown arrow and select the applicable service type.

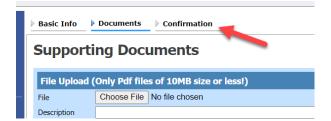


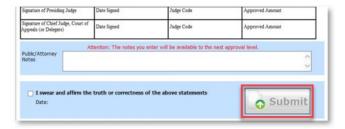
Note: To attach multiple supporting documents, click the **Documents** tab. You can include a description for each document as you load it.



Step 5

Click the **Confirmation** tab. Add any notes to your submission, select the **I swear and affirm**... check box, and then click **Submit**. Upon submission, the authorization date automatically updates to the current date.





Requesting Additional Funds

Step 1

If additional new amounts are requested, you can request to increase the amount approved on an existing authorization. Complete the first two steps as if you were creating a new authorization—but this time, click the **Request Additional Funds** link.

Authorization Type Selection

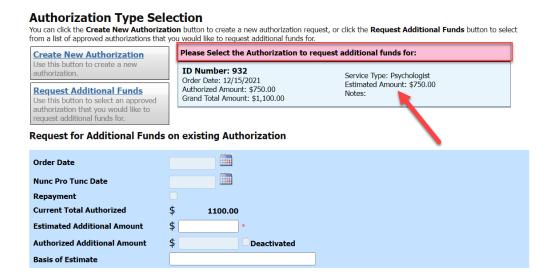
You can click the **Create New Authorization** button to create a new authorization request, or click the **Request Additional Funds** button to select from a list of approved authorizations that you would like to request additional funds for.





Step 2

A list of all closed authorizations appears for this representation and appointment. Select the authorization you want to increase.



Step 3

Then, create the authorization requesting an increase, as described in steps 1–5.

Click the existing authorization link to view the original authorization in a separate tab. You should remember to close the newly opened tab after viewing the authorization, as having multiple tabs open in CJA eVoucher can lead to unintended results.



Note: When increasing funds on an existing authorization, the approved amount is added to the amount of the original authorization to which it is attached, and a link is established between the two documents. The original authorization is the one that holds the approved funds and is the only authorization presented when CJA21/31s are generated. These authorizations are also used for the various calculations regarding authorization amounts.

