

# Business Manager

The Business Manager handles everything related to an organization and its Carrier approval process.

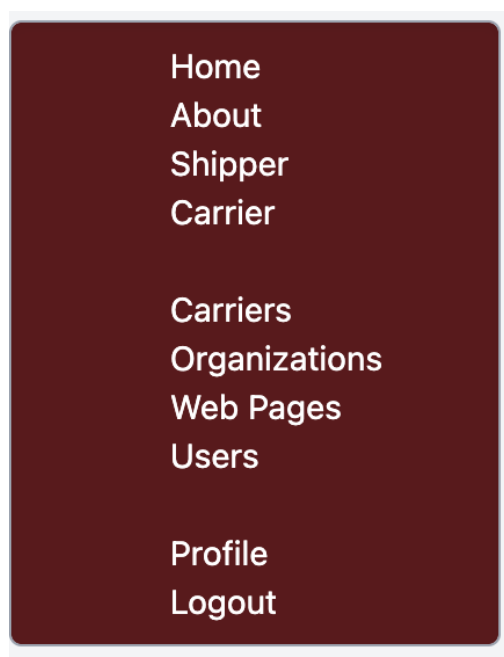
- [View Pending Carrier Applications](#)
- [Approve a Pending Application](#)
- [Reject a Pending Application](#)

# View Pending Carrier Applications



Once an organization has submitted an application for approval, a Business Manager can view the application information and decide if it is to be approved or rejected.

## Go to the Carrier Applications Page

When logged in as an Admin or Business Manager, click the **Carriers** link in the side navigation panel.



## View the List of Carrier Applications

Carrier Applications		
Name	Status	Actions
Asgard Web Solutions	Pending Review	
Asgard Web Solutions	Incomplete	

Notice the Status is Incomplete for organizations who have not yet completed or submitted their application.

To view an application, click on the Binoculars icon in the **Actions** column of the table.

Once you review an application you may **Approve** or **Reject** it.

# Approve a Pending Application

Before an organization can be approved as a carrier, they must first [submit an application for review](#).

## Select An Application To View

Go to the [Carrier Applications List page](#) and select an application to view by clicking on the binocular icon.

### Carrier Profile

Asgard Web Solutions Status

Pending Review

Tax Information

W9 Form

☒

View W9

Business Certificates

Insurance

☒

Insurance Certificate

Authorization

☒

Authorization Certificate

Extra Information

Business Description

☒

Edit Information

Approve Application

Approve Application

Reject Application

Use the buttons to view the different pieces of information for this application, and then click the Approve application button.

## Confirm The Approval

### Confirm Action

Confirm Approve Asgard Web Solutions as a Carrier?

Are you sure that you want to approve Asgard Web Solutions as a Carrier?

Confirm

Cancel

Click the **Confirm** button to finalize the approval for this application, or click **Cancel** to return to the previous screen.

# Reject a Pending Application

Before an organization can be approved as a carrier, they must first [submit an application for review](#).

## Select An Application To View

Go to the [Carrier Applications List page](#) and select an application to view by clicking on the binocular icon.

### Carrier Profile

Asgard Web Solutions Status

Pending Review

### Tax Information

W9 Form

☒

View W9

### Business Certificates

Insurance

☒

Insurance Certificate

Authorization

☒

Authorization Certificate

### Extra Information

Business Description

☒

Edit Information

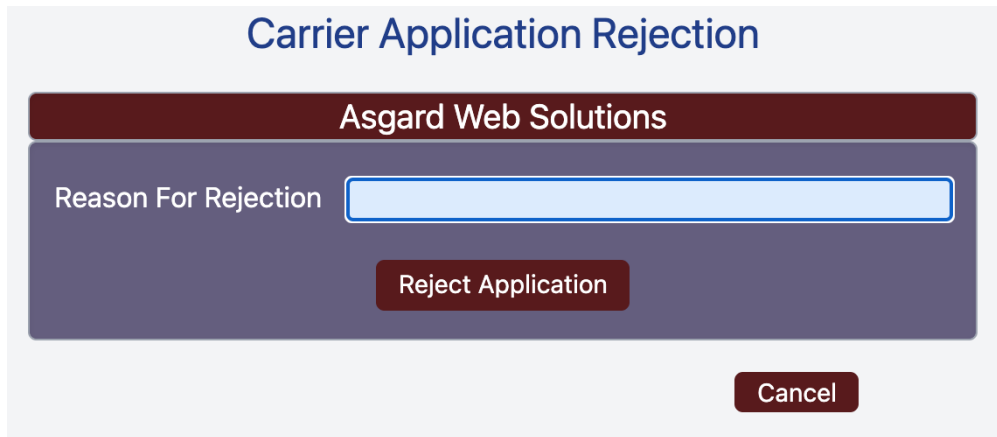
### Approve Application

Approve Application

Reject Application

Use the buttons to view the different pieces of information for this application, and then click the **Reject Application** button.

## Confirm The Rejection

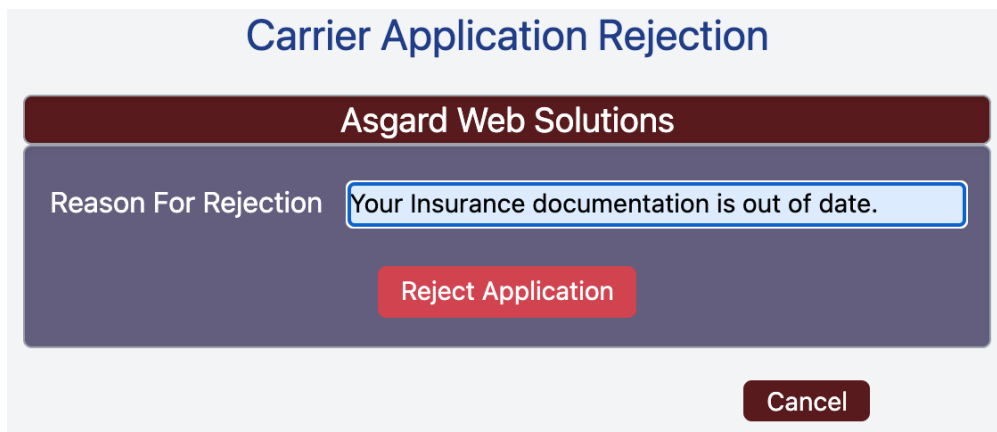


The dialog box is titled "Carrier Application Rejection" in blue text. Below the title is a dark red header bar with the text "Asgard Web Solutions" in white. The main area has a dark purple background. On the left, the text "Reason For Rejection" is followed by a light blue text input field. Below the input field is a dark red button labeled "Reject Application". At the bottom right of the dialog is a dark red button labeled "Cancel".

Fill in the **Reason for Rejection** and click the **Reject Application** button to finalize the rejection for this application, or click **Cancel** to return to the previous screen.

## Reason for Rejection

Before you can reject the application, you must give a reason for the rejection. This will provide feedback to the organization so they can know why their application was rejected so they can fix it and resubmit.



This dialog box is identical in layout to the first one, but the light blue text input field now contains the text "Your Insurance documentation is out of date." The "Reject Application" button is now red with white text, while the "Cancel" button remains dark red with white text.

The Reason for Rejection will show up on the organization's Carrier Profile so they can see the response and react to it.

## Carrier Profile

### Asgard Web Solutions Status

Rejected

**Rejection Reason** Your Insurance documentation is out of date.

**Reset Application Status**

[Reset Status](#)

### Tax Information

**W9 Form**



[View W9](#)

### Business Certificates

**Insurance**



[Insurance Certificate](#)

**Authorization**



[Authorization Certificate](#)

### Extra Information

**Business Description**



[Edit Information](#)

After they update their information the organization can reset the application status and resubmit.