

# Business Manager

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

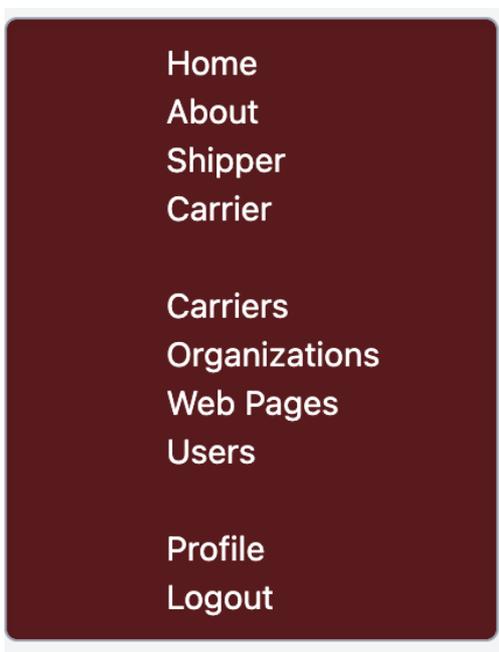
- [View Pending Carrier Applications](#)
- [Approve a Pending Application](#)
- [Reject a Pending Application](#)

# 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



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

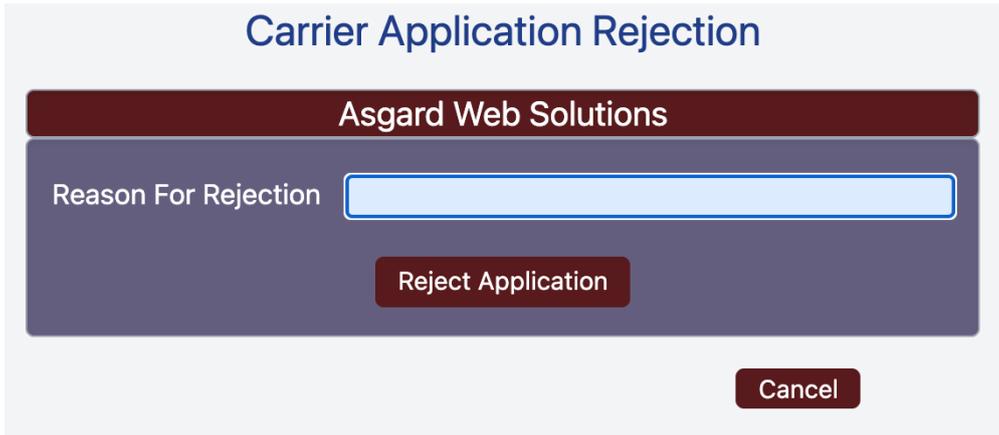
Go to the [Carrier Applications List page](#) and select an application to view by clicking on the binocular icon.

The screenshot shows a 'Carrier Profile' form with the following sections and options:

- 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

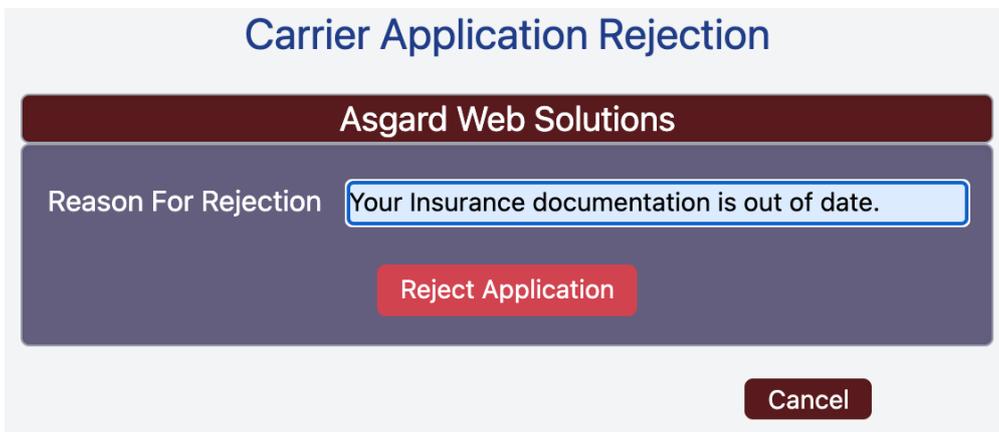


The image shows a dialog box titled "Carrier Application Rejection" for "Asgard Web Solutions". It features a dark blue header with the company name. Below the header is a dark grey area containing a text input field labeled "Reason For Rejection" which is currently empty. Below the input field is a red button labeled "Reject Application". At the bottom right of the dialog is a dark blue 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.



The image shows the same "Carrier Application Rejection" dialog box for "Asgard Web Solutions". In this version, the "Reason For Rejection" text input field is filled with the text "Your Insurance documentation is out of date." The "Reject Application" button is now highlighted in red, indicating it is the active or default action.

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.