Authorizer Approving Card Requests Submitted by Employee

As an authorizer, you may approve, deny, or cancel GATORONE card requests. You’ll be notified of pending requests via email. You may click the direct link in the email or visit the Business Services portal.

1. From the Business Services portal, click “Authorize ID Cards.” The red box in the corner indicates the number of requests pending approval.

2. The pending requests will display on the left side of the screen.
3. Select a request to display the information submitted by the employee. Verify the Cardholder Name, Credentials, and Photo. You’ll notice “Department Name” is blank. Choose the appropriate selection from the drop-down menu. Remember, only Authorizers can add department name.

4. If anything on the request is not correct, click “Deny.” A “Notes” window will appear – you’ll add a “Quick Response” from the right or add your own customized note to the employee as to why you denied the request. If all information is correct, click “Approve” to submit to the GATORONE office.
5. Repeat steps 3 – 4 for each pending request.

6. When you’ve handled all requests, you’ll see the status of each request on the left side. “SAVED” indicates that it was denied by the Authorizer and is waiting for the employee to make the noted corrections.

7. Watch for emails from the **GATORONE** office on the status of each card request.