Advarra Payments System Access Form

Please complete the form below to request access to the Advarra Payments System.

Review the Payments User guide on the CCS website [Payments System | Center for Clinical Studies (wustl.edu)](https://clinicalstudies.wustl.edu/payment/)

Training is required to be completed for the Advarra Payments System prior to access being granted. Instructions to complete the online training are listed in the payments user guide. The required trainings for each role is listed below in bold.

Date: Click or tap here to enter text.

Requestor Name: Click or tap here to enter text.

Requestor’s Dept. Name: Click or tap here to enter text.

Requestor’s email address: Click or tap here to enter text.

Select request roles below (select all that apply)

All roles require the following trainings:

**Advarra Participant Payments 100: Overview eLearning**

**Advarra Participant Payments 110: Navigation eLearning**

[ ]  Protocol Admin (Assigned)

**Advarra Participant Payments 200: Managing Protocols eLearning**

[ ]  Financial Rev. with PHI (Protocol)

[ ]  Financial Rev. without PHI (Protocol)

**Advarra Participant Payments 500: Review Payments eLearning**

**Advarra Participant Payments 600: Running Reports eLearning**

[ ]  Participant Check-in

[ ]  Participant Check-in and Pay

**Advarra Participant Payments 300: Managing Participant Records eLearning**

**Advarra Participant Payments 310: Viewing Participant List and Troubleshooting Setup**

**Advarra Participant Payments 400: Managing Visits, Stipends, and Reimbursement eLearning**

**Advarra Participant Payments 410: Managing Visits and Stipends Only eLearning**

[ ]  Payment Card Replace

**Advarra Participant Payments 510: Replacing Payment Cards eLearning**

Return the completed form to CCS-Participantpayments@email.wustl.edu. **Please copy the user’s supervisor on the email.**

After the CCS creates the account, the user will receive an automated email from the system to activate the account.

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| CCS dept. use onlyAccount set up by: Click or tap here to enter text. Date:Click or tap here to enter text. |