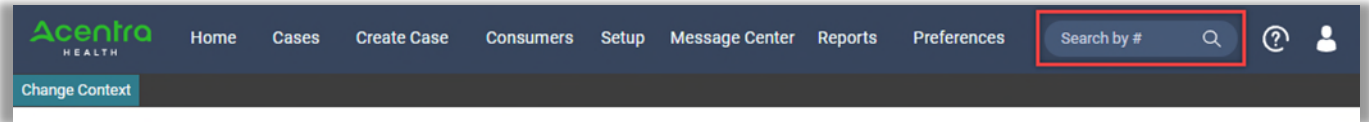Initiate an authorization revision using the action function. Follow the instructions below to begin the process of Requesting an Authorization Revision within the case.

1 Search for Case ID

Enter the **Case ID** into the Search Bar. Press enter or click anywhere outside of the box to be navigated to the case.
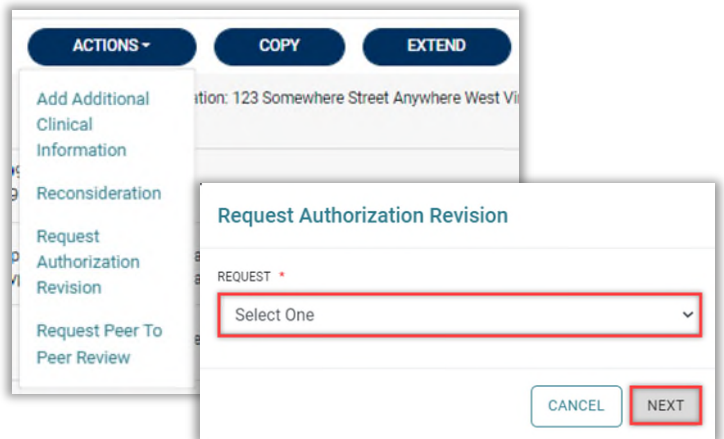

2 Open Submitted Request

Once on the request page, click **Actions** located at the top.

3 Authorization Revision

Expand actions to view and choose from available options in the dropdown. Select **Request Authorization Revision**.

4 Complete Information

In a new box, select the **request number** from the dropdown and click **next**. To submit the action, attach a note or document, select the document type and click **Submit**.