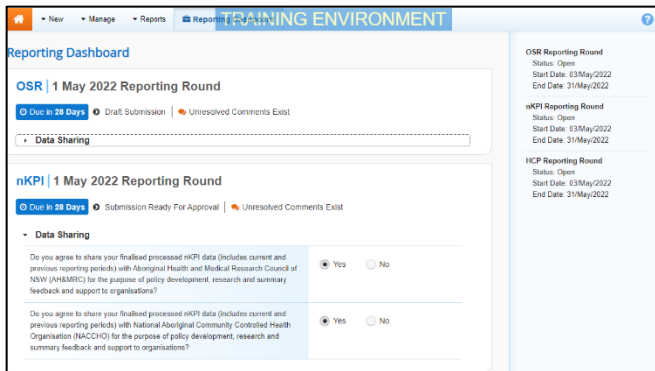To approve your health service's HCP submission in the Data Portal as a *Submission Approver*:

1. Open the Data Portal through Health Data Portal.

2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.
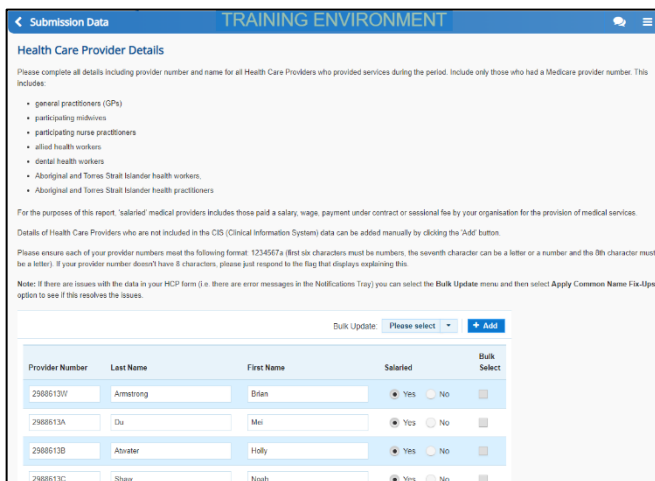
The Data Portal home screen will display with the Reporting Dashboard open.

⚠ To be eligible for approval, your HCP submission's status will need to be *Submission Ready for Approval*.

3. To open your HCP form, hover your mouse pointer to the right of the HCP reporting round text in the Reporting Dashboard and select 📄.

Your HCP form will display.

4. Review the values in your HCP form as needed.

⚠ If any data validation errors remain in the Notifications Tray in the form (shown as a 🔺), you should send it back to your *Submission Uploader* and ask them to address the issue before returning the report to you for approval.

5. If any internal comments have been left for you by your *Submission Uploader* or *Reviewer* (shown as a 💬¹), read the comment that has been left for you in the Notifications Tray.

⚠ If the Notifications Tray doesn't display, select 💬¹ at the top of the form to open it.

6. If the comment is just for your information or you're happy it has been addressed as needed through the data that has been added in the section, select ✅ at the top of the comment in the Notifications Tray.

7. In the Notifications window that displays, select **Save**.

The comment has now been removed from the form.

8. Repeat steps **4** to **7** as needed for each comment that has been left in the form by your *Submission Uploader/Reviewer*.

⚠ If you need to respond to one of the comments that has been left, select ↩ in the comment in the Notifications Tray. In the window that displays, select a *Reason*, and enter your response in the *Additional Information* field and select **Save**. Your response has now been added and can be addressed by your *Submission Uploader* as needed once you send your HCP submission back to them for amendment.

9. To exit your HCP form and return to the Data Portal home screen, scroll to the bottom of the form, and select **< Close**.

The Data Portal home screen will again display with the Reporting Dashboard open.

10. Before progressing your submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if they have not already been answered.

11. To save the changes, select **Save**.

12. To progress your HCP submission through the submission workflow, select ⊙ Submission Ready For Approval.

The Change Data Asset Status dialog box will display.

Change Data Asset Status

Status   Submission Ready For Approval
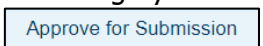
Action *   -- Please Select an Action --

Comment

500 characters remaining

Cancel

13. In the **Action** field, select ⏷ and select **Approve for Submission**.

⚠️ If you responded to one of the comments in the form and need to send the HCP report back to your *Submission Uploader* so they can address your response, select *Revision Required* and then select   Revision Required   .

14. In the **Comment** field, enter any comments about the action being performed on the HCP submission.

15. To approve your HCP submission and send it for processing by Health and Aged Care, select   Approve for Submission   . See the *Process a HCP Submission* QRG for the next step in the process.

Your HCP submission has now been approved and sent to Health and Aged Care for processing.