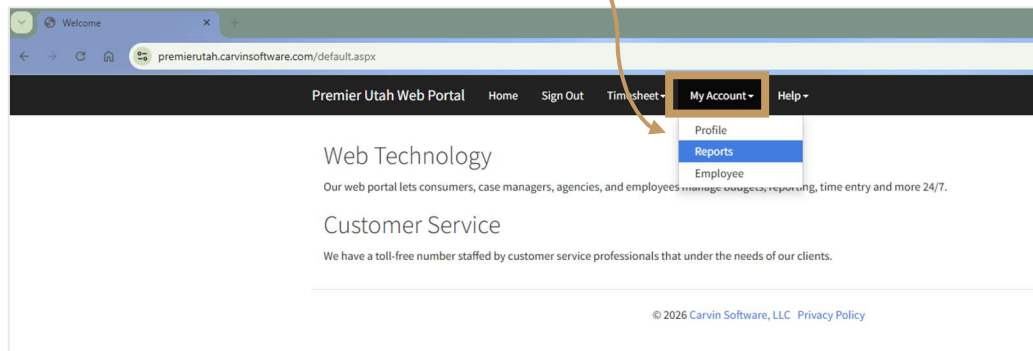
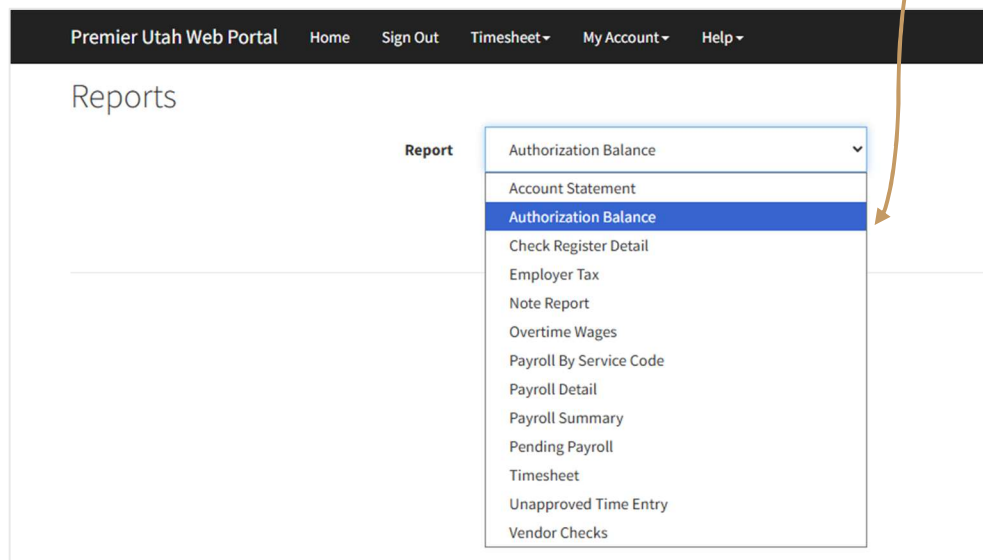


How to View Your Remaining Authorization Balance

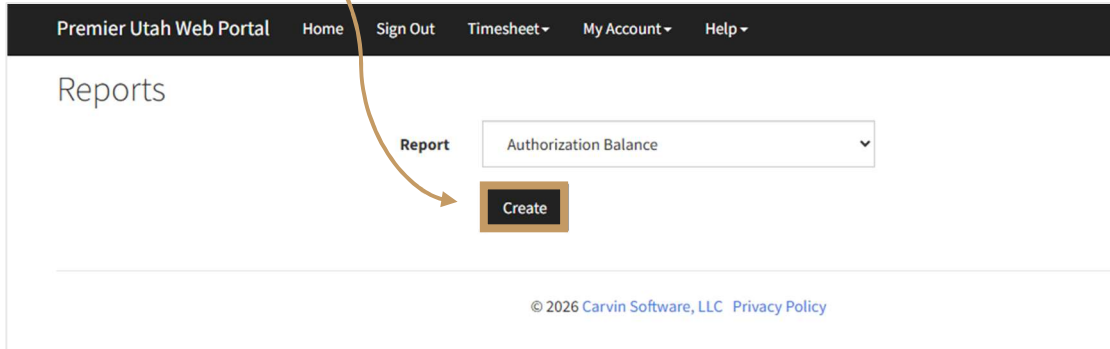
1. Once you are logged into your employer account. In the upper section of the webpage click on “My Account” and select “Reports”



2. In the Report dropdown menu select "Authorization Balance"



3. Then click “Create”

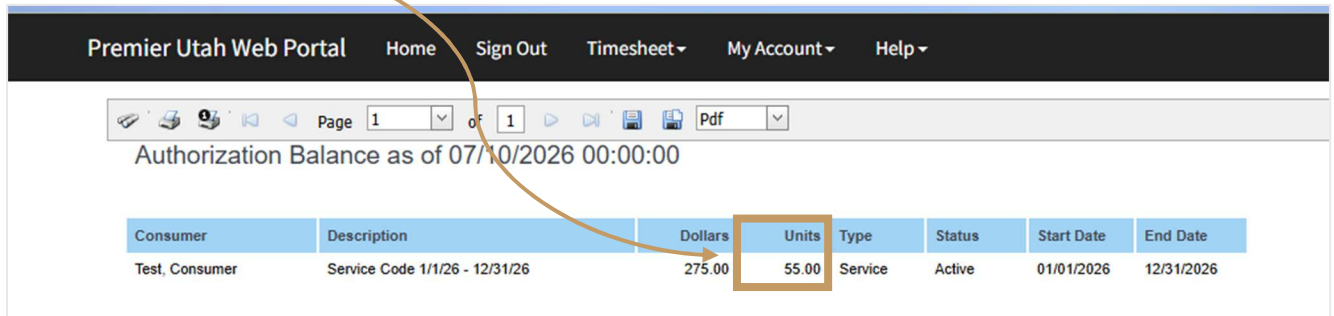


Report: Authorization Balance

Create

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4. From there it will take you to a page showing the remaining balance of the client’s budget



Authorization Balance as of 07/10/2026 00:00:00

Consumer	Description	Dollars	Units	Type	Status	Start Date	End Date
Test, Consumer	Service Code 1/1/26 - 12/31/26	275.00	55.00	Service	Active	01/01/2026	12/31/2026

- You will see the Client’s name, description of the budget, remaining dollar and units’ amount, and the start and end date of the budget.
- Important Note:** Use the remaining units, rather than the dollar amount, to determine how many billable hours are left. Payroll fees, such as Social Security, Medicare, federal and state taxes, and unemployment, are included in the dollar amount.
 - To calculate the remaining hours, divide the remaining units by 4.
For example, $55 \div 4 = 13.75$ hours.