Establishment Administrator

Reject Enrollment Request for the Establishment

Welcome to the Public Health Information System. In this demonstration, you will learn how to reject an enrollment request for the establishment. I'll guide you through the steps of accomplishing this task.

First, click User Management.

Next, click Manage Requests.

Click the "edit icon" for the desired user.

Review the request. Scroll down to view the remainder of the record.

Check the box for Send Feedback to the Requestor.

It is a good courtesy and communication practice to always provide feedback to the requestor, whether the request is accepted or rejected.

Reject the request if the information is incomplete or if you do not know the requestor. If the requestor has provided contact information, you should contact the user to verify the request.

Click the Reject link.

You are returned to the Manage Requests page and the rejected request no longer appears.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.