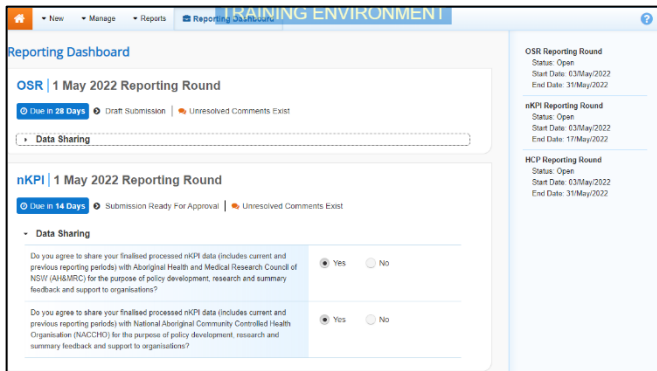To approve a HCP submission in the Data Portal as part of exception reporting:

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, the submission's status will need to be *Submission Ready for Approval*.

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

⚠️ If you need to change the *Title* or *Description* of the submission, you can do this in the Data Asset Details screen by selecting ⋯ next to 📄 and then selecting *Open Data Asset*. The HCP form will display.

4. Review the data in the form as required.
5. To respond to a comment made by Health and Aged Care, your *Submission Uploader,* or your *Submission Reviewer*, in the **Notifications Tray**, to the right of the title of the applicable comment, select ↩.

⚠️ To open the *Notifications Tray* if it doesn't display by default, select 🔺 in the blue *Submission Data* bar at the top of the screen.
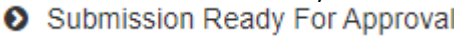
6. Select ▾ in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
7. Enter your comment in the **Additional Information** field.

8. To save the comment, select **Save**.
9. Repeat this process for any other values in the form that need to be changed.

The comment(s) has been added and can be viewed by the *Submission Uploader* and anyone else accessing the submission.

10. To exit the HCP form and return to the Data Portal home screen, scroll to the bottom of the form, and select **< Close**.
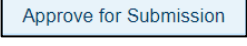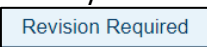
The Data Portal home screen will again display with the *Reporting Dashboard* open.

11. To progress the HCP submission through the submission workflow, select **Submission Ready For Approval**.
12. In the Change Data Asset Status dialog box, in the **Action** field, select ▾ and select the required action.

The available actions are:

- **Approve for Submission** – Select this action to approve the submission for processing again by Health and Aged Care.
- **Revision Required** – Select this action if the submission needs to be returned to the *Submission Uploader* for amendment.

13. In the **Comment** field, enter any comments regarding the action being performed on the submission.
14. One of the following buttons can now be selected when submitting the report, depending on the action you have selected:
    a. To approve the submission and send it for processing again by Health and Aged Care, select **Approve for Submission**. See the *Process a HCP Submission (Health and Aged Care)* QRG for the next step in the process.
    b. To send the submission back to the *Submission Uploader* for amendment, select **Revision Required**. See the *Amend a HCP Submission* QRG for the next step in the process.

The submission has now been approved and sent back to Health and Aged Care for processing now the issues they identified and commented on have been resolved.