HEALTH CARE
A U T H O R I T Y

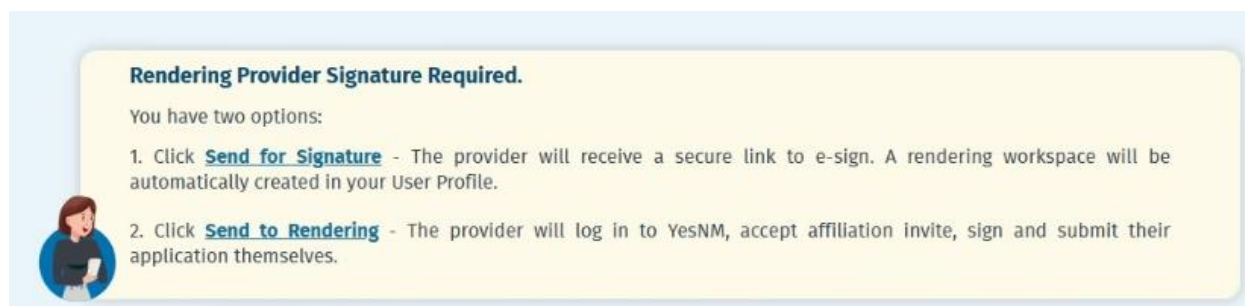# Admin and Credentialer E-signature Job Aid

This Job Aid provides a structured guide to help Admin/Credentialers efficiently manage the process of sending E-signature requests to Rendering Providers. Follow each step carefully to ensure smooth submission and follow-up of applications.

Once you get to the Electronic Signature Page, you have two options to send application

> **Option 1:** *Send for Signature* - This option will will start the E-signature process and will only be available if all the fields of the application are completed.

> **Option 2:** *Send to Rendering* - This option will follow the current path that will require the provider to create a YES.NM.GOV account prior to signing the application.

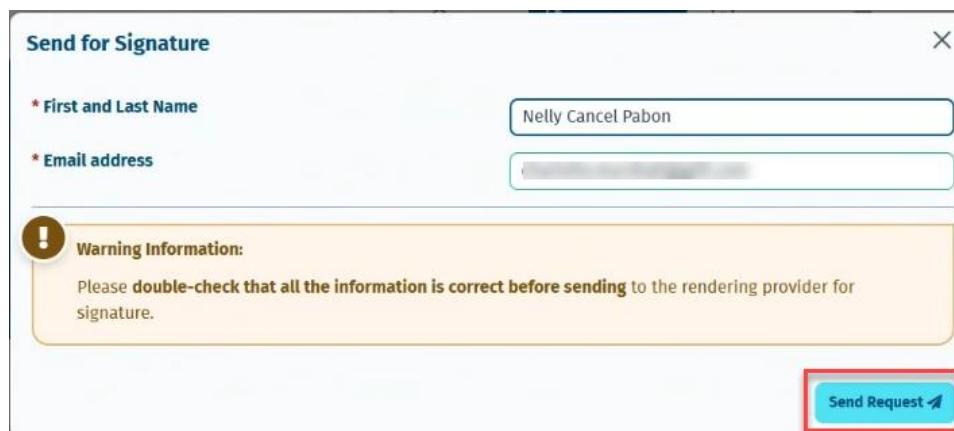**Note:** Ensure your legal name is entered correctly in the Personal Information section.

The **Send for Signature** page will auto populate the provider's email based on the information entered in the application. However, the user is able to edit the email. After verifying the email, the user will select "Send Request" to send the Application for e-signature.

Note: The request link will expire in 48 hours. After 48 hours, you will need to send the request again.

Once the provider signs the application, you will find a message in the **Message Center** notifying you that they have signed. You will then be able to submit the application.