

## Admin and Credentialer E-signature Job Aid

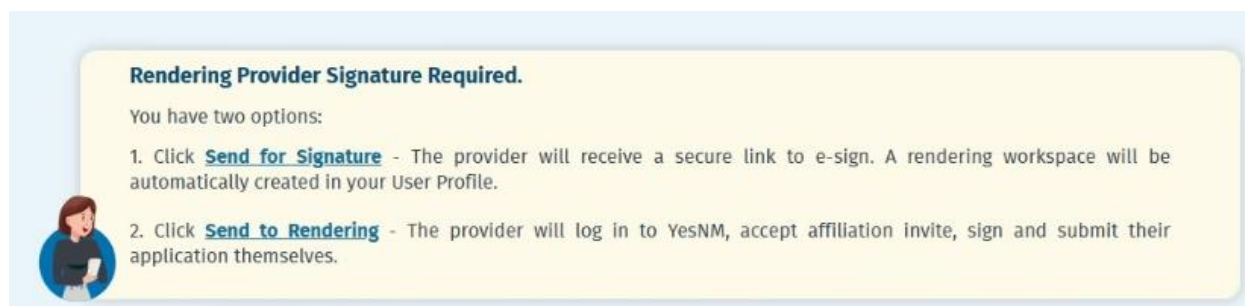
This Job Aid provides a structured guide to help Admin/Credentialers efficiently manage the process of sending E-signature requests to Rendering Providers. Follow each step carefully to ensure smooth submission and follow-up of applications.

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

**Option 1: *Send for Signature*** - This option will 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](https://www.yesnm.gov) account prior to signing the application.

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



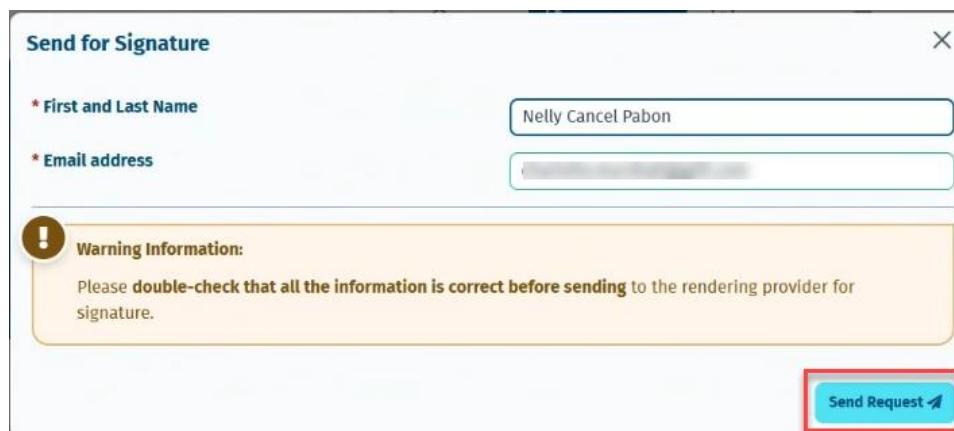
**Rendering Provider Signature Required.**

You have two options:

1. Click [Send for Signature](#) - The provider will receive a secure link to e-sign. A rendering workspace will be automatically created in your User Profile.
2. Click [Send to Rendering](#) - The provider will log in to YesNM, accept affiliation invite, sign and submit their application themselves.

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.



**Send for Signature**

\* First and Last Name: Nelly Cancel Pabon

\* Email address: [Redacted]

**Warning Information:**

Please **double-check that all the information is correct before sending** to the rendering provider for signature.

**Send Request**

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.