

		<h1>PAVE PRESS</h1>	
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Instructions to Invite an Authorized Signer to E-Sign the PAVE Provider Application

CREDENTIALER/ADMINISTRATOR STEPS

1. Log into PAVE and open the Business Profile of the Provider/Entity
2. Hover over *“My Tools”* and click *“User Administration”*
3. Select *“Invite User”* (Authorized Signer)
4. Enter the First Name, Last Name, Email Address, and Phone Number of the authorized signer, then click *“Continue”*
5. Assign the privilege type *“Administrator”* or *“Manager”* for the authorized signer and then click *“Continue”*
6. Review the privilege for an Administrator or Manager, then click *“Continue”*
7. Review all of the information, then click *“Send Invitation”*

The Authorized signer will receive an email. If the authorized signer has not yet signed up in PAVE, the email will provide a link to sign up for PAVE. If the authorized signer already has a PAVE user profile, they will receive a notification to go in PAVE and that they have been invited to the Business Profile and they can accept or reject the invitation.