

		<h1>PAVE PRESS</h1>	
Title: Instructions to Invite an Authorized Signer to E-Sign the PAVE Provider Application		Date: January 11, 2017	
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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.