

## Instructions for an Authorized Signer to E-Sign the PAVE Provider Application

### AUTHORIZED SIGNER STEPS

Step 1- Open email from Credentialed/Administrator and click on the PAVE link in the email and complete the sign up for PAVE according to the guided steps, if you have not previously done so.

Step 2 - Log in to your user profile in PAVE, where there will be a notification.

Step 3 - Accept the invitation to the Business Profile

Step 4- Click "*Accept Privileges*" to become an administrator or manager of that Business Profile

Step 5 - Open and e-sign the application that requires your e-signature

### WHO IS AN AUTHORIZED SIGNER FOR MEDI-CAL APPLICATIONS?

*Medi-Cal Regulations, at CCR, Title 22, Section 51000.30(a)(2)(B) define which individuals are authorized to sign Medi-Cal applications, "...signed under penalty of perjury by an individual who is the sole proprietor, partner, corporate officer, or by an official representative of a governmental entity or non-profit organization, who has the authority to legally bind the applicant seeking enrollment..."*