

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

### CREDENTIALER/ADMINISTRATOR STEPS

Step 1- Log into PAVE and open the Business Profile of the provider/entity

Step 2 - Hover over "*My Tools*" and click "*User Administration*"

Step 3 - Select "*Invite User*" (Authorized Signer)

Step 4- Enter the First Name, Last Name, Email address, and phone number of the authorized signer, then click "*Continue*"

Step 5-Assign the privilege type "*Administrator*" or "*Manager*" for the authorized signer and then click "*Continue*"

Step 6 - Review the privileges for an Administrator or Manager, then click "*Continue*"

Step 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.*

### 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..."