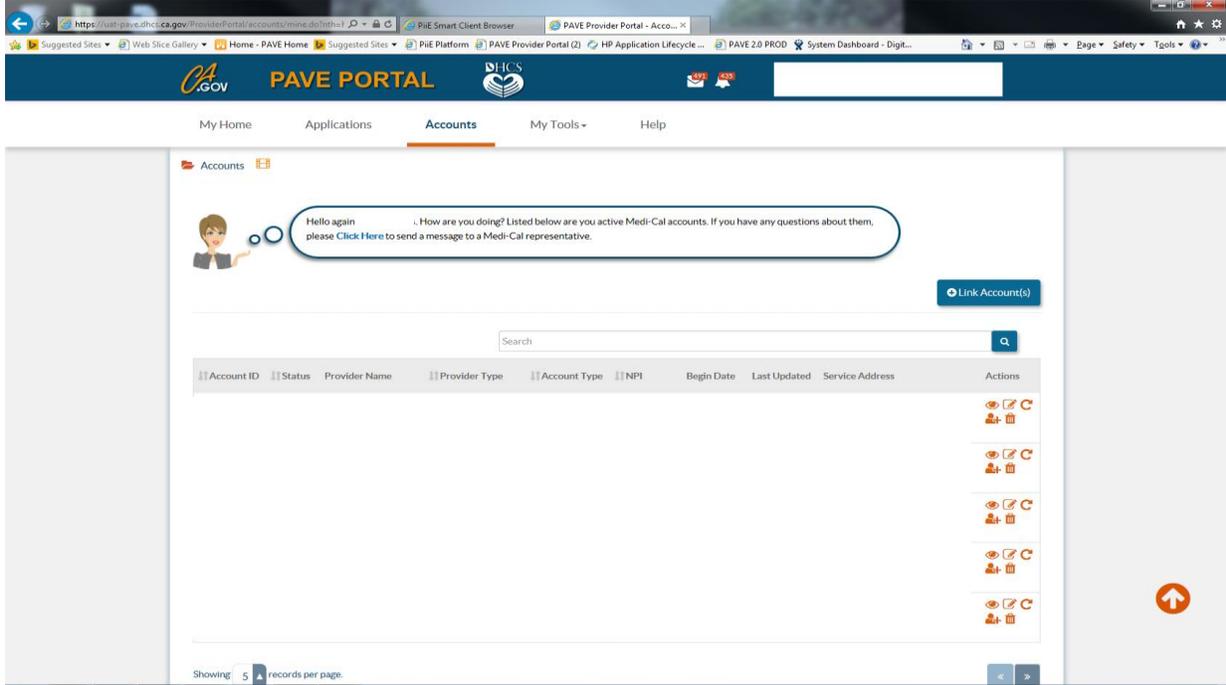
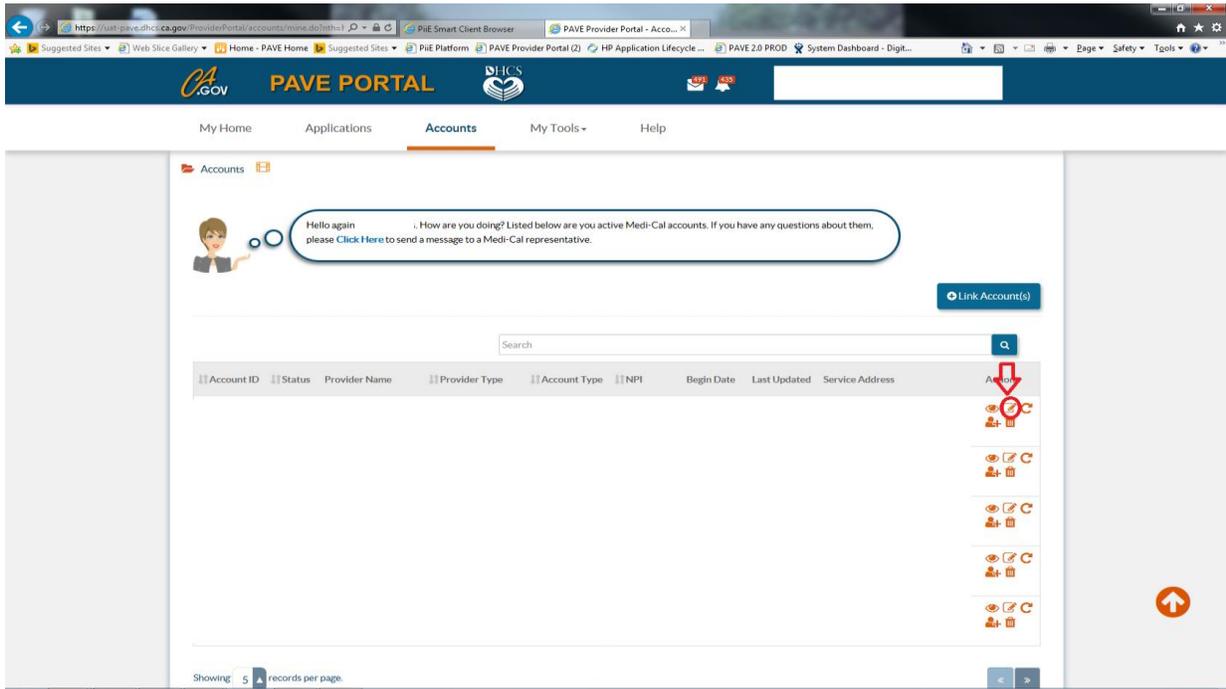


## Adding Delegated Officials in PAVE for Existing Provider

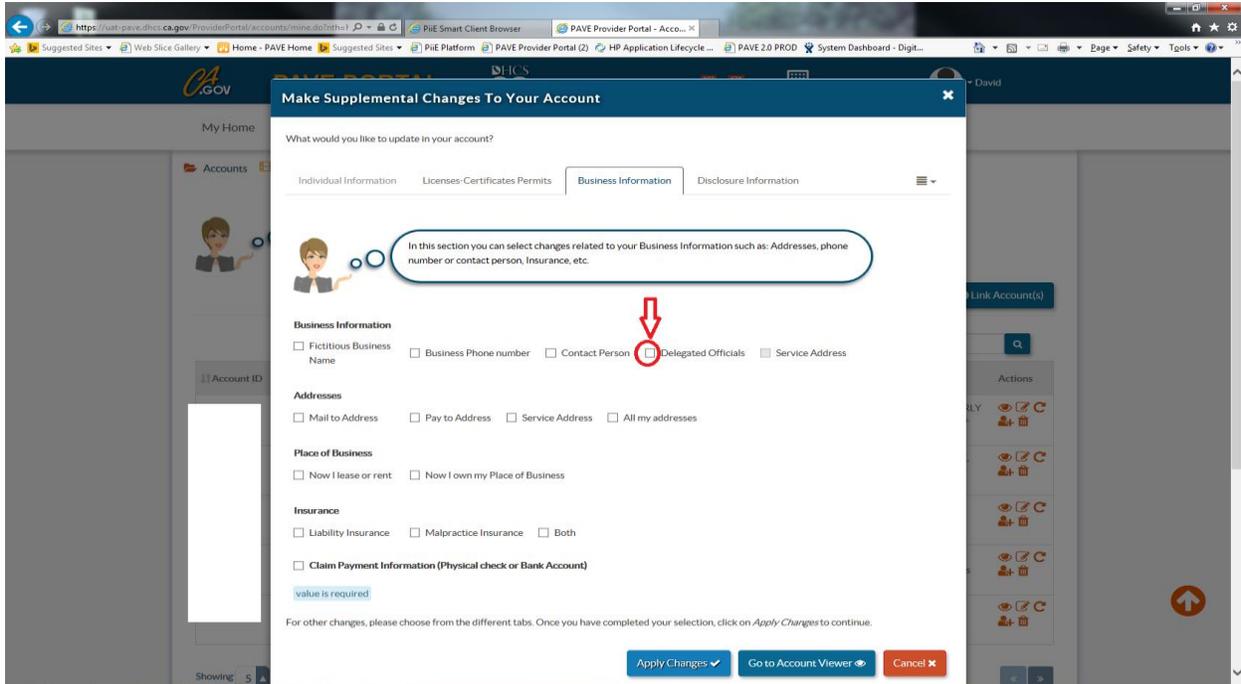
1. Log into PAVE and select Business Profile for entity/provider
2. Select Accounts tab from PAVE



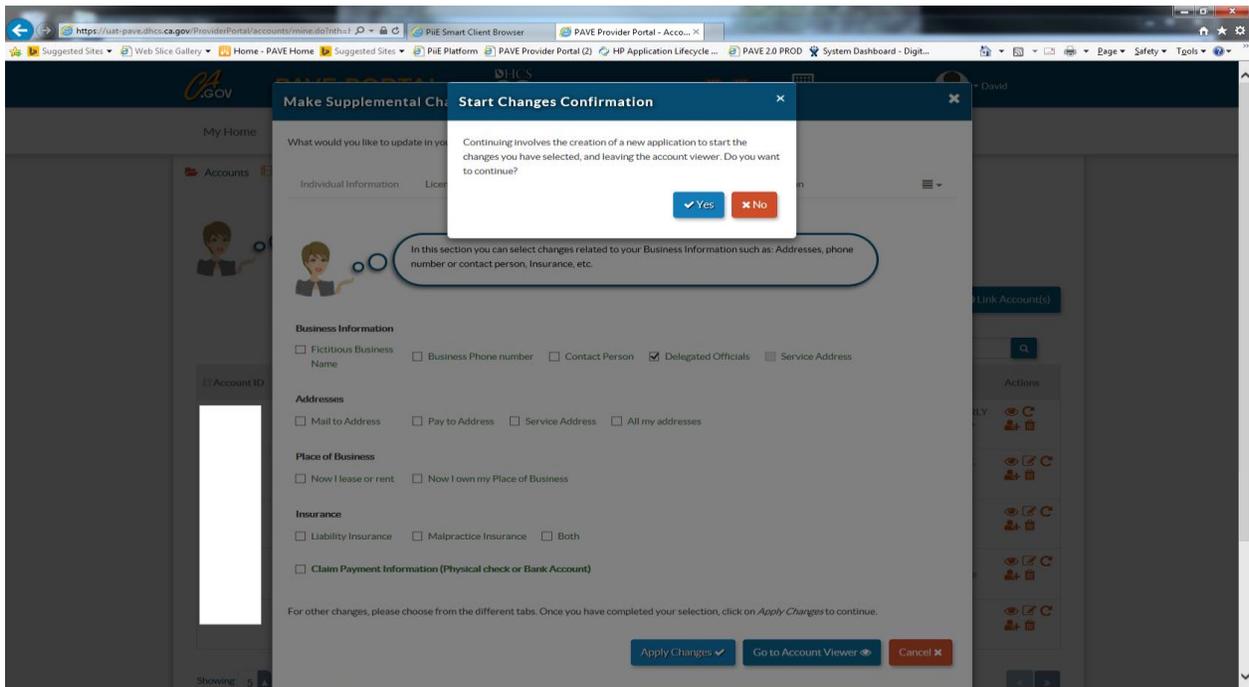
3. Select Update Account icon



4. Select Business Information tab
5. Check Delegated Officials box
6. Click Apply Changes



7. Click Yes



8. Select Delegated Officials tab in the Business Information section
9. Uncheck box for “does not want to report any Delegated Officials at this time.”
10. Click Add

Package Type Supplemental

Content Expand All

- Getting Started
- Account Information
- Type of Change
- Business Information
- Delegated Officials
- Signature
- Submit Application

Delegated Officials Summary

In this section, you may designate all of your Delegated Officials. A Delegated Official is an individual with ownership or control interest, or a W-2 employee (not contractor) who you wish to authorize to sign Affiliation Applications on behalf of your Group/Organization. Adding a Delegated Official is optional. However, if you do not add any Delegated Officials, only the authorized individuals may sign affiliation applications.

does not want to report any Delegated Officials at this time.

[Add](#)

Legal Name	Reported by	Added Date	Last Update	Status	Actions
No Delegated Officials listed.					

A DELEGATED OFFICIAL means an individual who is delegated the authority to sign on behalf of the applicant or provider by an authorized official for situations as specified in the provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official must be an individual with ownership or control interest in, or be a W-2 employee of, the provider or applicant. An independent contractor cannot be a delegated official.

Delegated officials may not delegate their authority to any other individual. Only an authorized official may delegate the authority to make changes and/or updates to the entity's Medi-Cal enrollment information. The authorized official will still retain the authority to make changes and/or updates, even if a delegated official is appointed.

11. Enter in name for Delegated Official
12. Click Add

The screenshot shows a web browser window with the URL <https://east-pave.dhcs.ca.gov/ProviderPortal/applications.do?pdid=156>. The page title is "PAVE Provider Portal - Appl...". The browser tabs include "PiE Smart Client Browser", "PAVE Provider Portal - Appl...", "charlie brown characters - Geo...", "Suggested Sites", "Web Slice Gallery", "Home - PAVE Home", "Suggested Sites", "PiE Platform", "PAVE Provider Portal (2)", "HP Application Lifecycle...", "PAVE 2.0 PROD", and "System Dashboard - Digit...".

The main content area is titled "Add Delegated Official" and features a form with the following fields:

- First name: Peppermint ✓
- Middle name: ✓
- Last name: Patty ✓

Buttons for "+ Add" and "Cancel" are visible. Below the form, there is a section titled "who you wish to authorize to sign Affiliation Applications on behalf of your Group/Organization. Adding a Delegated Official is optional. However, if you do not add any Delegated Officials, only the authorized individuals may sign affiliation applications." This section includes a checkbox labeled "VALLEY RADIOTHERAPY ASSO does not want to report any Delegated Officials at this time." and an "Add" button.

Below this section is a table with the following columns: Legal Name, Reported by, Added Date, Last Update, Status, and Actions. The table is currently empty, with the text "No Delegated Officials listed." displayed below it.

At the bottom of the page, there is a definition of a DELEGATED OFFICIAL: "A DELEGATED OFFICIAL means an individual who is delegated the authority to sign on behalf of the applicant or provider by an authorized official for situations as specified in the provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official must be an individual with ownership or control interest in, or be a W-2 employee of, the provider or applicant. An independent contractor cannot be a delegated official." Below this definition is a note: "Delegated officials may not delegate their authority to any other individual. Only an authorized official may delegate the authority to make changes and/or updates to the entity's Medi-Cal enrollment information. The authorized official will still retain the authority to make changes and/or updates, even if a delegated official is appointed."

13. Enter information in required fields and attach required document
14. Click Continue

15. Answer Adverse Action questions
16. Click Continue

17. Delegated Official is added.

18. Check box for "A Delegated Official" and click continue

The screenshot shows the PAVE Portal interface. At the top, there is a navigation bar with the CA.GOV logo, the text "PAVE PORTAL", and the DHCS logo. To the right of the logo, there are icons for a calendar, a phone, and a user profile labeled "David". Below the navigation bar, there is a "Submit Application" button on the left and an "Add" button on the right. In the center, there is a table with the following data:

Legal Name	Reported by	Added Date	Last Update	Status	Actions
<a href="#">Peppermint Patty</a>	David Aarons	04/13/2017	04/13/2017	<span style="color: blue;">●</span>	    

Below the table, there is a checkbox labeled "A DELEGATED OFFICIAL" followed by a definition: "A DELEGATED OFFICIAL means an individual who is delegated the authority to sign on behalf of the applicant or provider by an authorized official for situations as specified in the provider bulletin titled Requirements and Procedures for Groups Designating Delegated Officials. The delegated official must be an individual with ownership or control interest in, or be a W-2 employee of, the provider or applicant. An independent contractor cannot be a delegated official." Below this definition, there are three paragraphs of text explaining the role and responsibilities of a delegated official, including that they cannot delegate their authority, they are not required to have a delegated official, and their signatures have the same force and effect as those of an authorized official. At the bottom of the form, there are "Previous" and "Continue" buttons. On the right side of the page, there is a red circular icon with a white upward-pointing arrow.