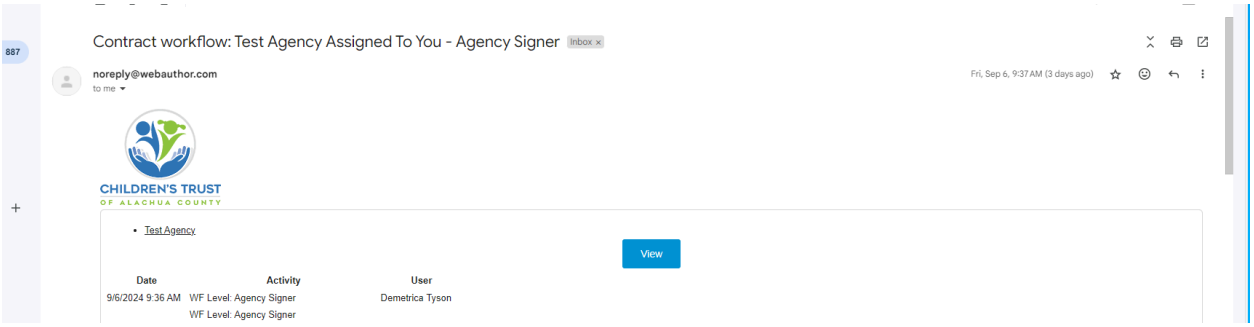
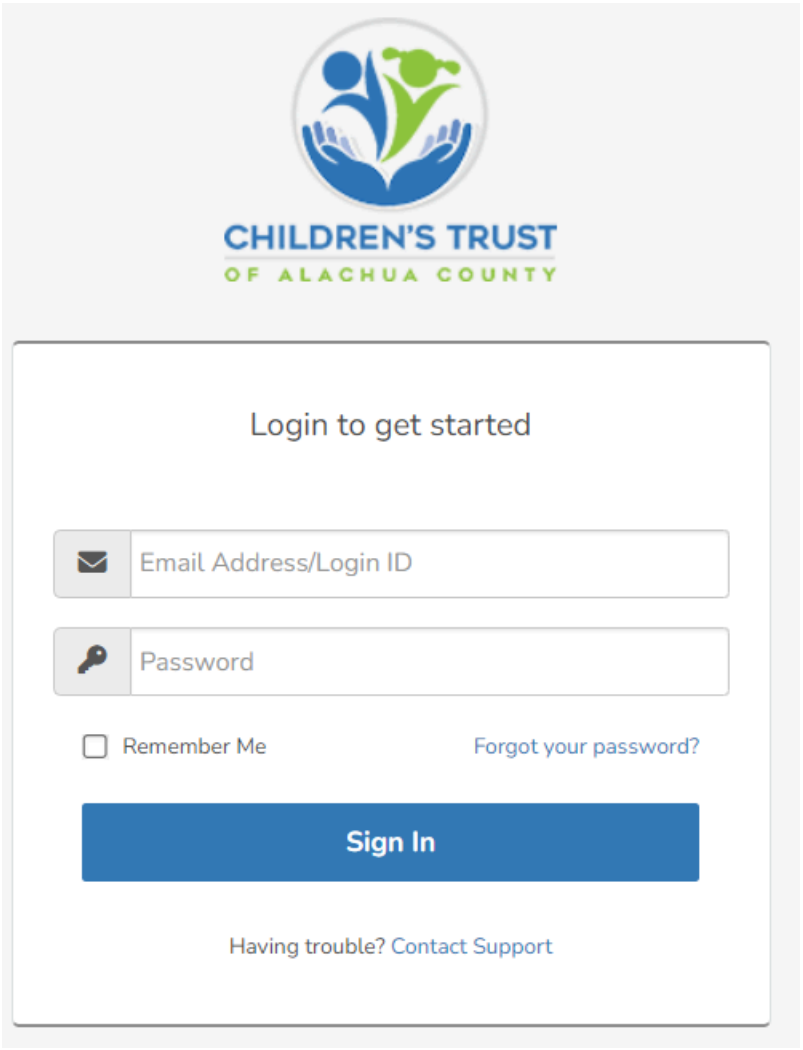
Steps to sign contract for providers

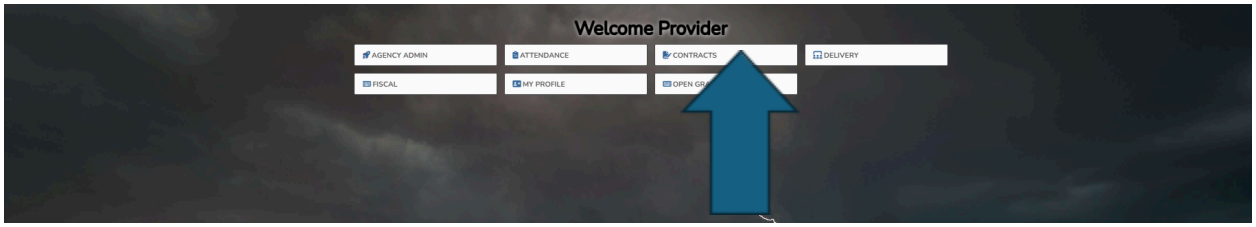
1.You will receive an email



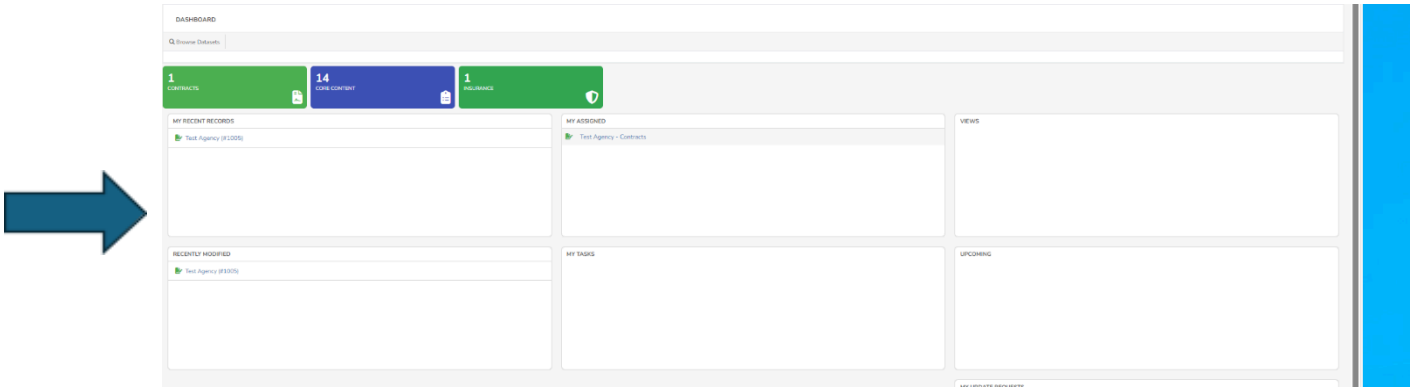
2.You can click on view the screen will change for you to sign in.



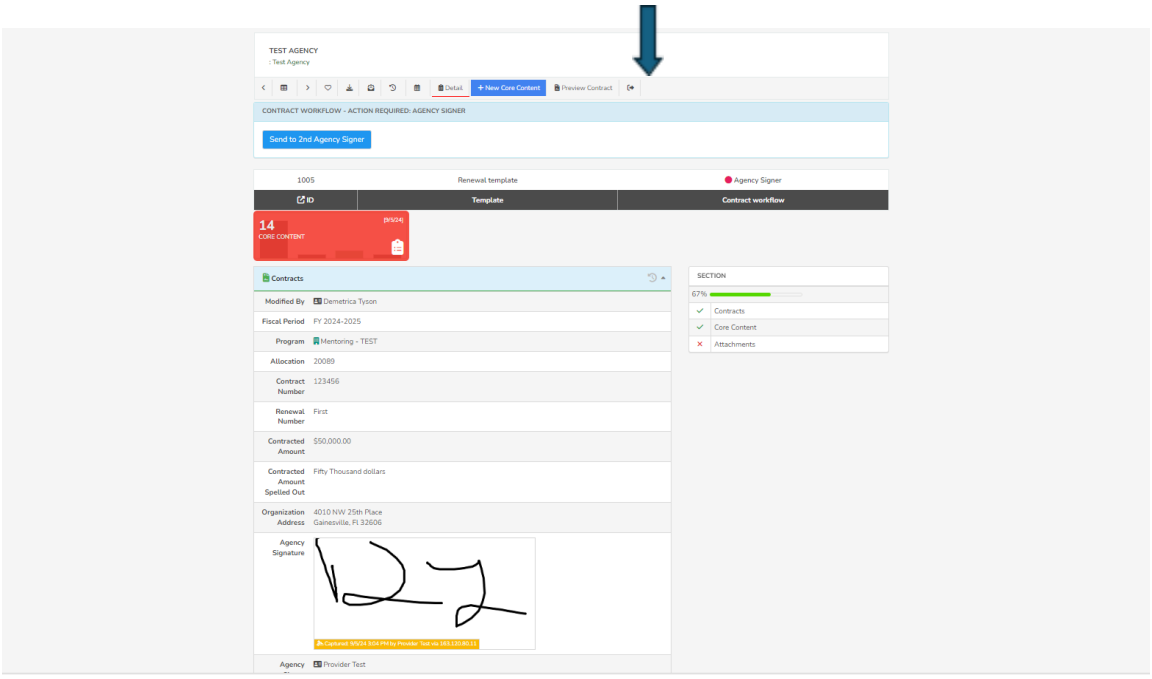
3.Click on Contracts

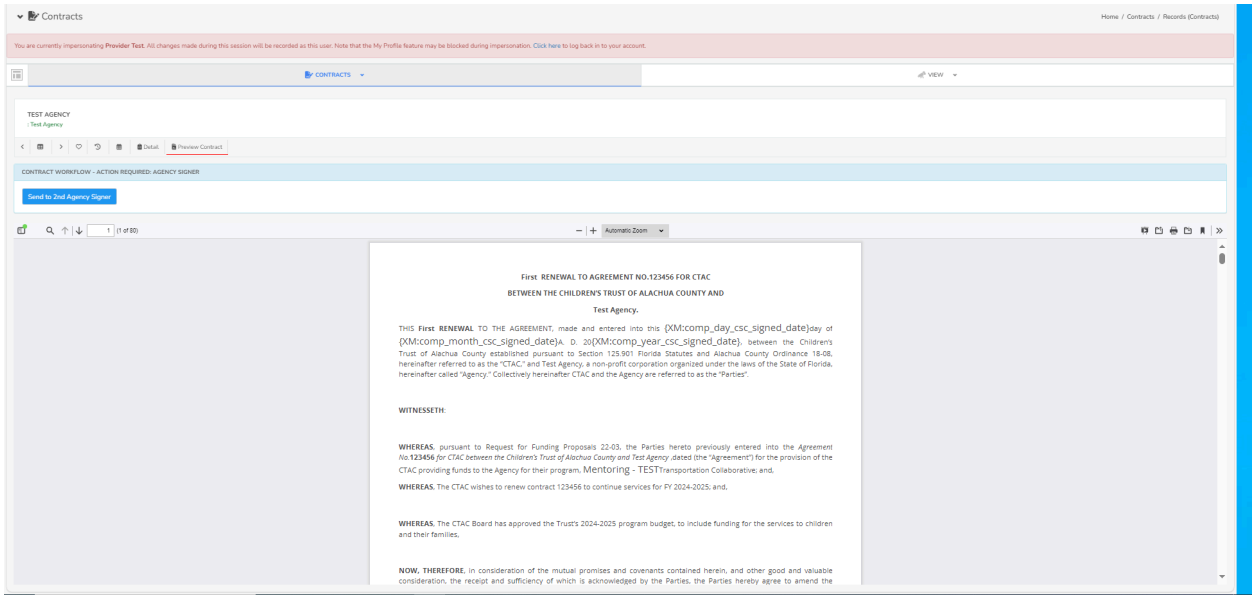


4.Select your program from your que

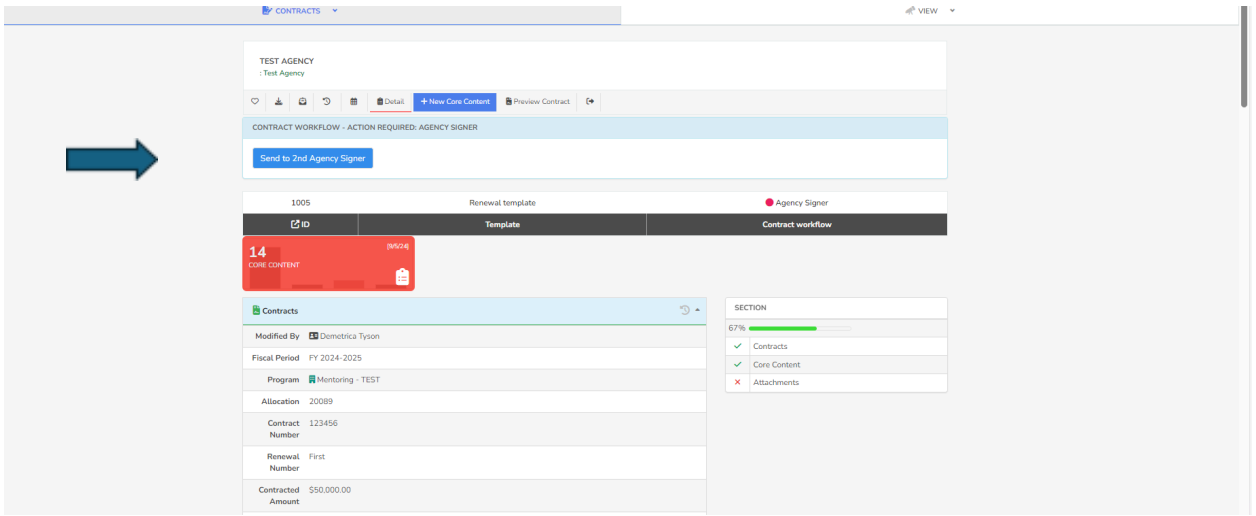


5.The next screen will be like this click on preview contract

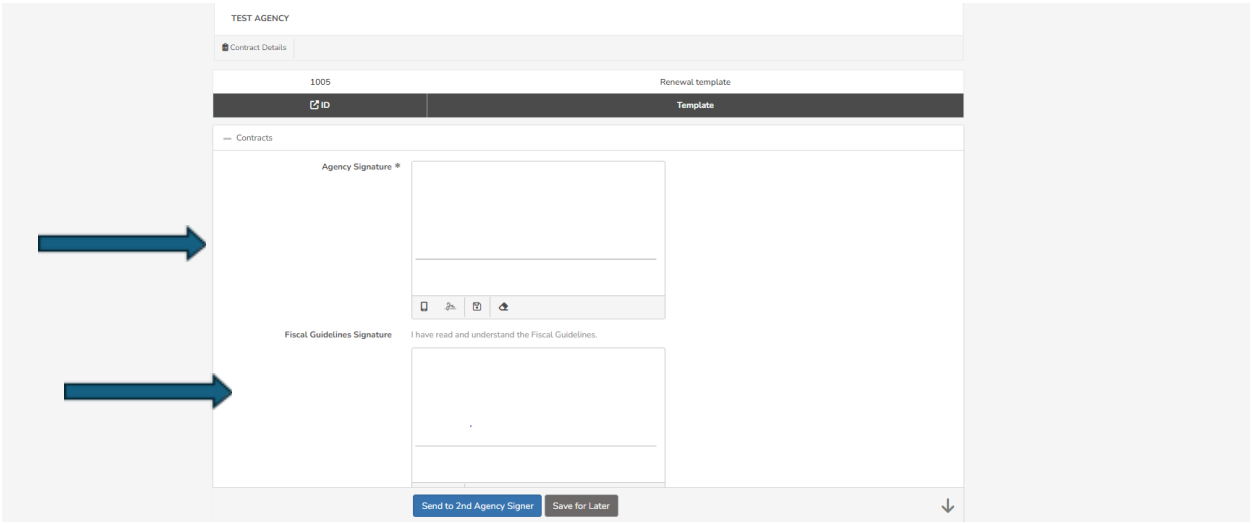


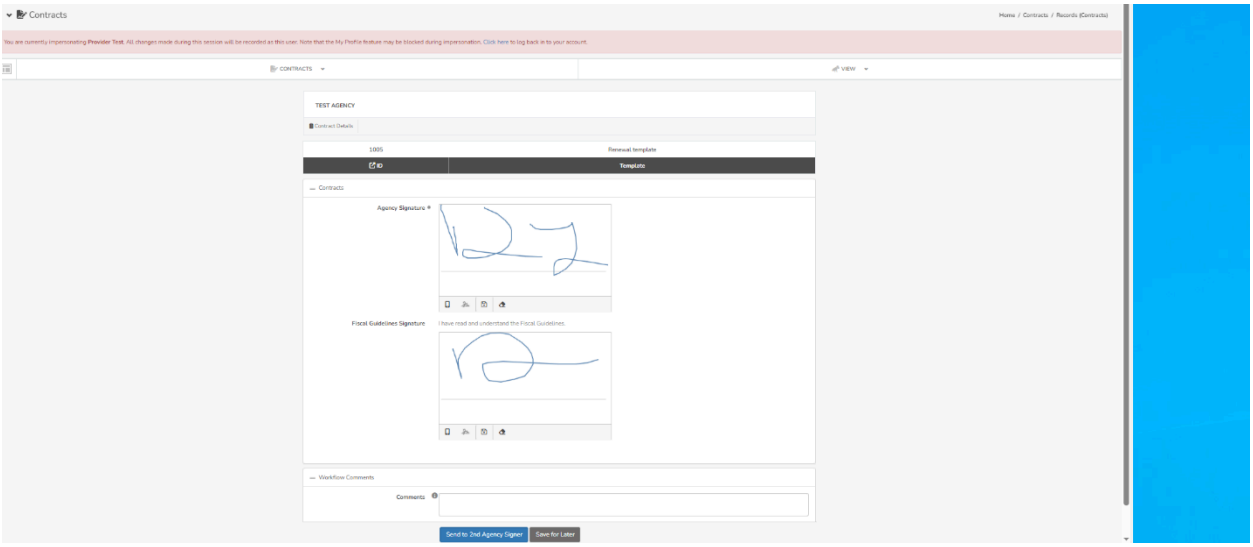


6.After you have viewed, your contract click send to **2nd Agency Signer**. If there is one agency signer, you will click on send to **CSC attorney**.



See below for what the signing screen looks like for the first agency signer. Sign then click Send to 2nd Agency signer

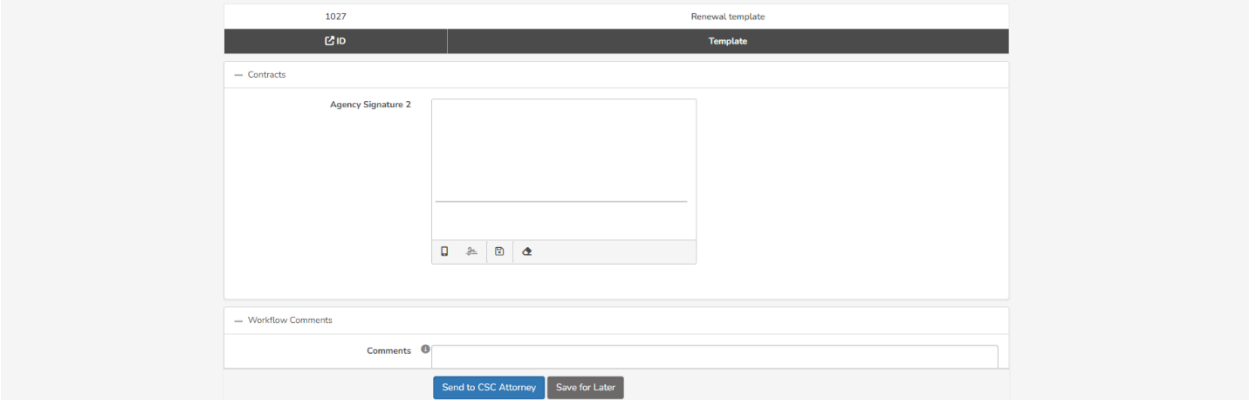




7.After signing click on send to 2nd Agency signer.

The second agency signer will follow the same steps except they will **click on send to CSC Attorney** to sign.

Sign



Then **click on send to CSC Attorney signer after signing**.

If you have questions don’t hesitate to contact your contract manager.

The workflow is:

Agency Signer

2nd Agency Signer (if applicable)

CSC Attorney Signer

CSC Executive director