

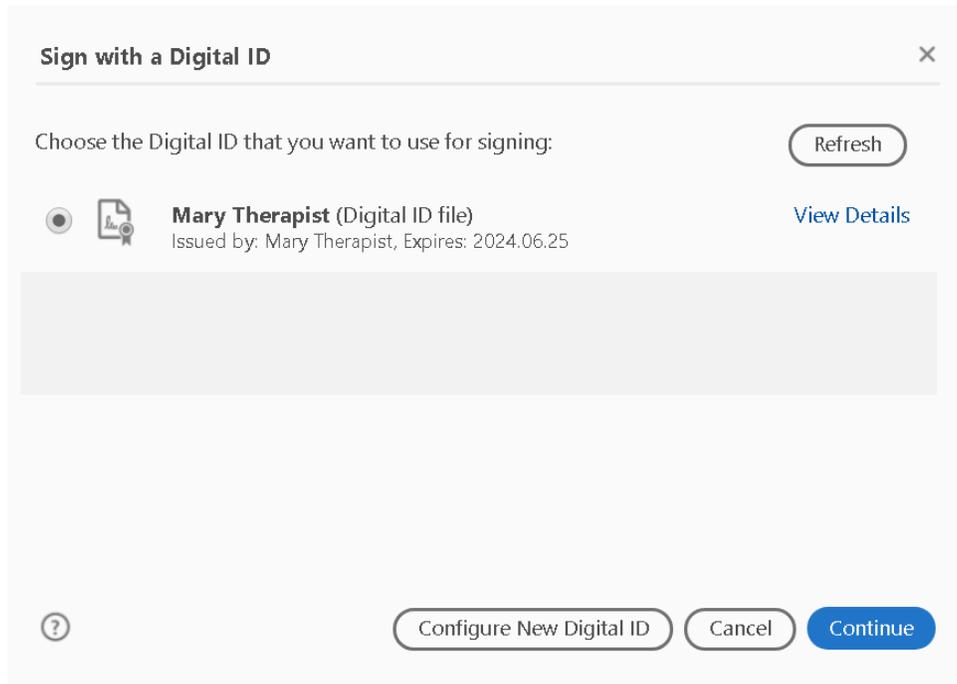
Configuring a Digital ID for Signing

Digital Signatures will simplify submittals of ARFs. It will help when you need to make corrections to an ARF. After completing, you will “Submit”, and the paperwork will go automatically to both the MHMIS Account Request and to the BHS Credentialing email at Optum.

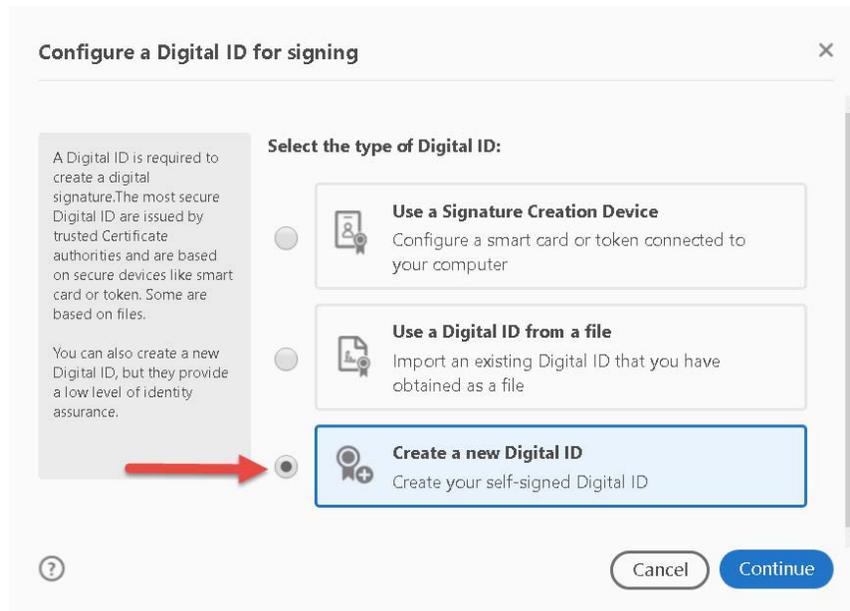
Click in the text box for Signature:



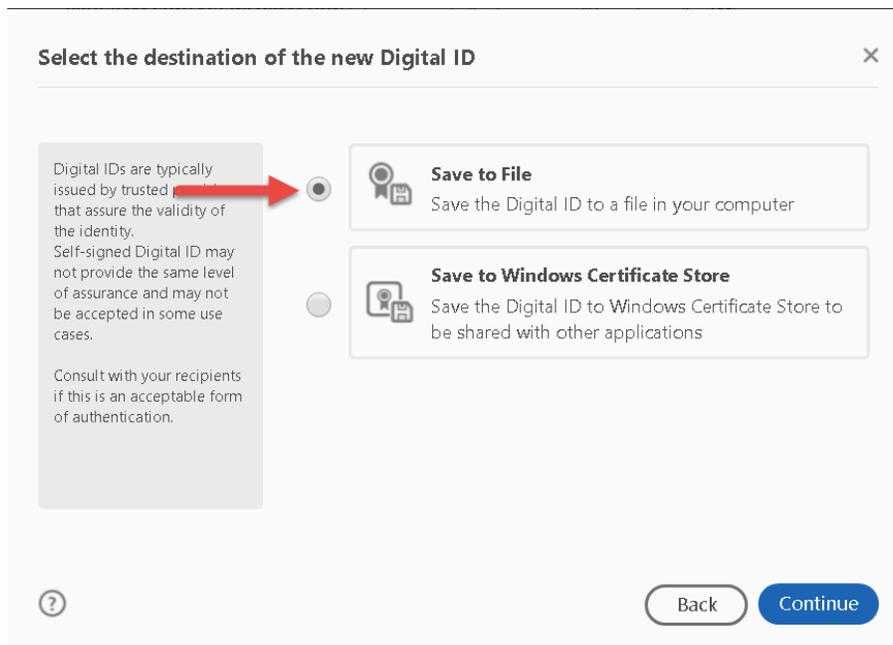
If you currently have a digital signature on file, you will just Continue to the signature. If you do not have a digital signature, this window may or may not display. If it does, it will be blank and you will Continue to add one:



If you are setting up a digital signature, select Create a New Digital ID, then select Continue:



Save to File, then select Continue:



Enter at the minimum the Required fields and select Continue:

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:

Organizational Unit:

Organization Name:

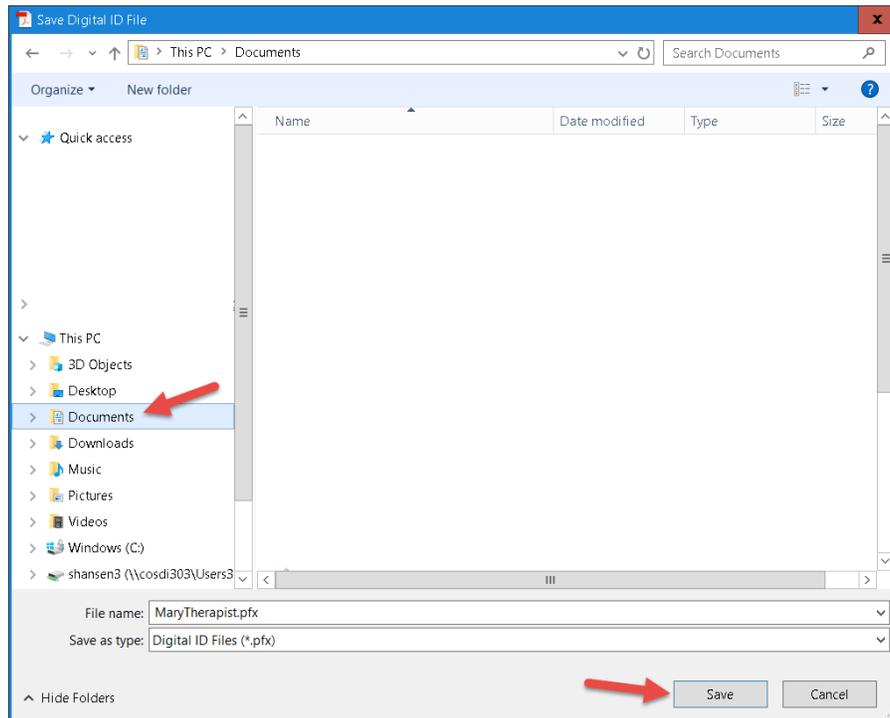
Email Address:

Country/Region:

Key Algorithm:

Use Digital ID for:

Click on Browse to select a path to save your ID:



Add a password (the most secure will show as green), Confirm the password, then select Save:

The dialog box is titled "Save the self-signed Digital ID to a file" and has a close button (X) in the top right corner. On the left, there is a grey box with instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy or backup it." Below this is a question mark icon. The main area says "Your Digital ID will be saved at the following location :" followed by a text field containing "C:\Users' \Documents\MaryTherapist.pfx" and a "Browse" button circled in red. Below this is a section "Apply a password to protect the Digital ID:" with a password field (dots) and a green strength indicator, and a "Confirm the password:" section with another password field (dots). At the bottom right are "Back" and "Save" buttons.

Your Name will appear for the Digital ID. Select Continue. This window will display each time you click on the Signature field. You won't need to set up a digital signature each time:

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. It says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. Below is a list item for "Mary Therapist (Digital ID file)" with a document icon, "Issued by: Mary Therapist, Expires: 2024.06.25", and a "View Details" link. At the bottom are "Configure New Digital ID", "Cancel", and "Continue" buttons. A question mark icon is in the bottom left.

You may need to enter the password. If you only have one digital ID, you will not need the password each time. Select Sign:

Sign as "Mary Therapist" [X]

Appearance: Standard Text [v] [Create]

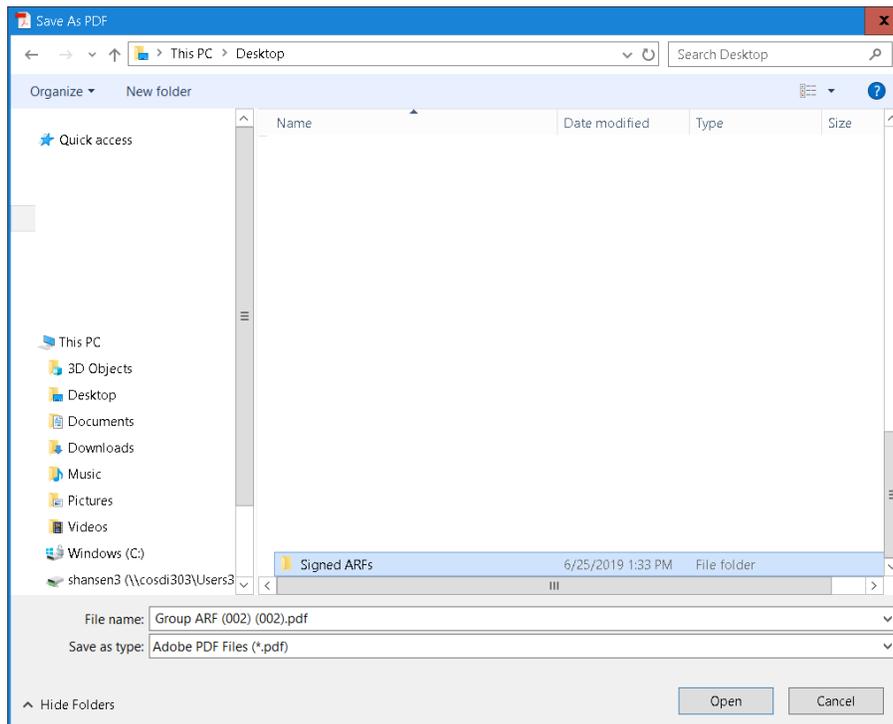
Mary Therapist Digitally signed by Mary Therapist
Date: 2019.06.25 13:30:29 -07'00'

[View Certificate Details]

Review document content that may affect signing [Review]

[Password field] [Back] [Sign]

The form will require saving to a file. You will set up where you want to file it. In this example, a new folder was created on the Desktop for all New ARFs. It will be filed there:



If changes to the ARF must be made (either before sending or after rejected by MIS, you can clear signature(s) and correct information, sign again and resubmit. To clear a signature, right click on the digital signature:

USER ACCESS AUTHORIZATION

Pursuant to the contractual agreement on file with the County of San Diego and as designated by my corporate office, I am authorizing access as noted above and affirm that I have personally reviewed the County's Summary of Policies with the above user.

Authorizing Program Manager Signature:

Mary Therapist Digitally signed by Mary Therapist
Date: 2019.06.25 13:39:03 -0700'



Click on Clear Signature:

USER ACCESS AUTHORIZATION

Pursuant to the contractual agreement on file with the County of San Diego and as designated by my corporate office, I am authorizing access as noted above and affirm that I have personally reviewed the County's Summary of Policies with the above user.

Authorizing Program Manager Signature:

Mary The Digitally signed by Mary Therapist

Clear Signature

Validate Signature



Only the Program Manager signature is needed to be cleared to make corrections.

No one else will be able to clear your signature.