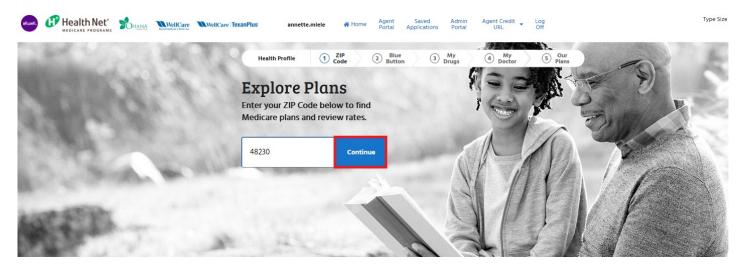## Ascend: Send for Signature Application

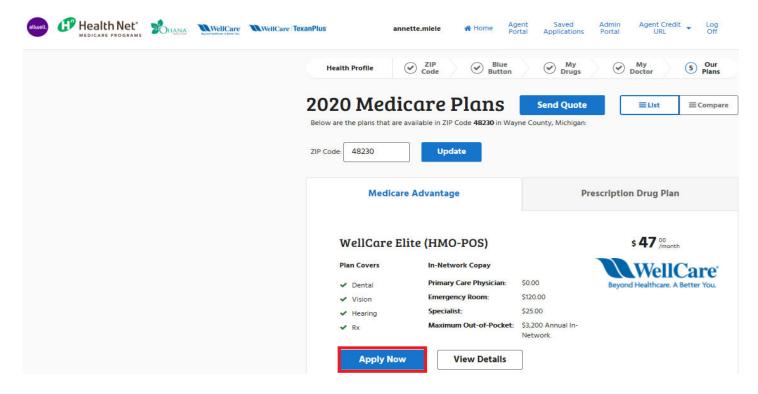***Purpose***: *Utilize Ascend to send a partially completed application to a beneficiary for enrollment*

*NOTE: You may click "Send for Signature " button at any point in the application. We highly recommend you complete as much of the application on behalf of the beneficiary for their review and signature.

<u>**Step 1**</u>: Log into Ascend, enter the zip code, click continue and select tab 5 for "Our Plans"

<u>**Step 2**</u>: Click "Apply Now" for the plan you would like to enroll your beneficiary in to begin the application process.
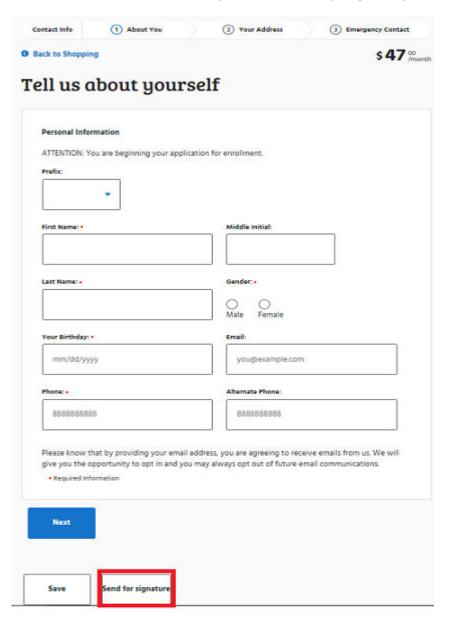
Step 3: Fill in as much of the application as possible and at the bottom of any page within the application, click "Send for Signature."
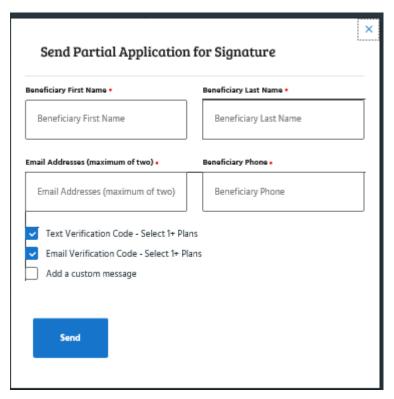
NOTE: The beneficiary must have a valid email address to received information when "Send for Signature" feature is used.

Quick Start Guide

Step 3: All information with a red * will become required fields depending on if you selected text or email verification.

Step 4: The beneficiary will receive 2 emails/texts. The first email will be the verification code. The second email will be the link where the beneficiary may click the "Click to Resume" link to complete and sign the application. Below is a sample email where they can "Click to Resume" to be redirected to the Ascend web link to enter the verification code received in the first email/text. After entering the verification code, they will be taken to the application image shown in step 3.

You've been sent an email containing a link. Following the link, you'll be asked to input this Verification Code: 426987062

NOTE This is only a **SAMPLE** email