

Provider Contracting User Guide

Using the Self-Service and eSign Portals

Contents

- Introduction 1
- Logging into SSP 1
- Logging into E-Sign..... 2
- Reviewing Contracts via SSP..... 2
- Signing Contract via E-Sign 3

Introduction

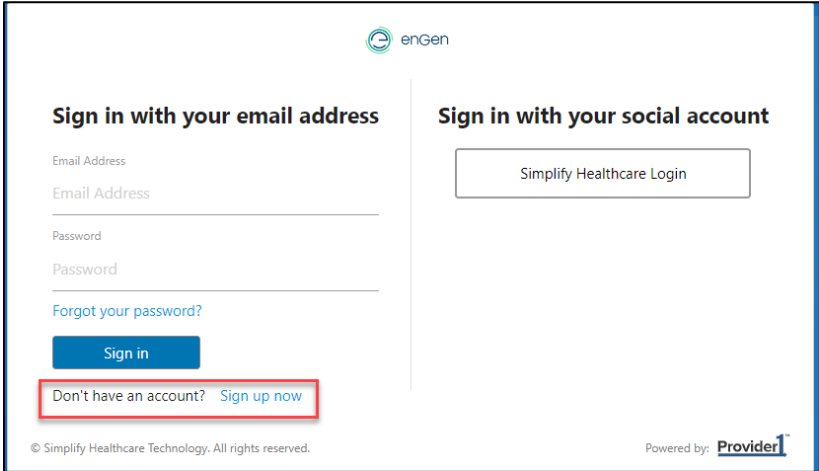
As part of the contracting process, providers must access two new systems to review and sign-off on contracts: The Self-Service Portal (SSP) and the E-Sign Portal.

- **Self-Service Portal (SSP):** Used to review and negotiate updates on contracts, if applicable. To initiate a review, the system sends an email notification to the provider with a link directly to the contract.
- **E-Sign Portal:** Used to sign contracts. When a contract is ready to be executed, the system sends an email notification to the provider with a link to the portal Inbox, which contains a list of all contracts that need to be signed.

The first time a provider is added to an initial contract, the Contracting team will manually give them access to the portals and will reach out via email to provide the portal links.

Logging into SSP

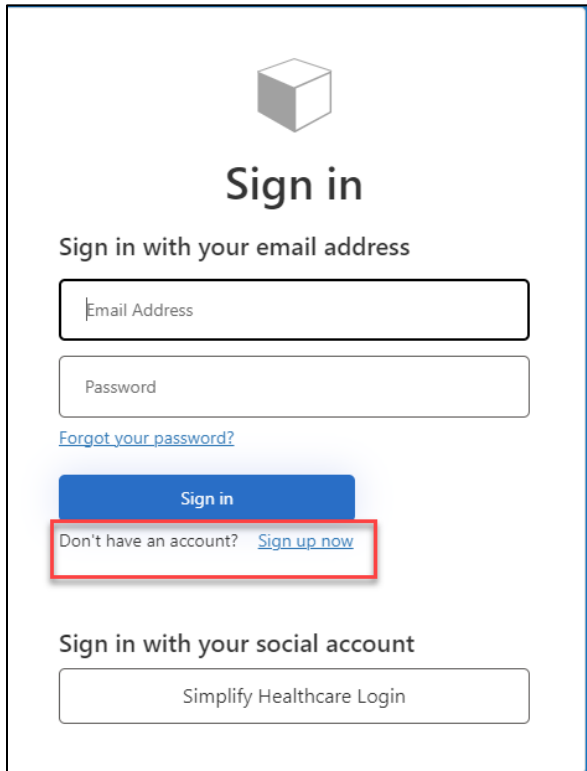
When logging into [SSP](#) for the first time, click the Sign up now link to create log-in credentials.




Logging into E-Sign

When logging into [E-Sign](#) for the first time, providers can use the same credentials used in SSP.

Note: If they are registering in E-sign before SSP, they must use the Sign up now link to create log-in credentials.





Sign in

Sign in with your email address

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

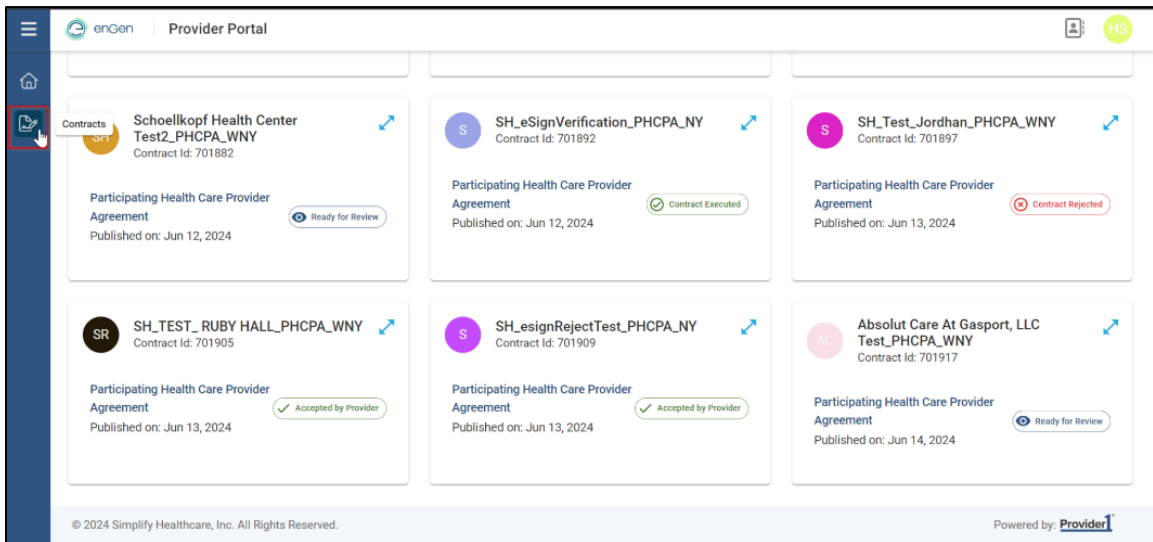
Sign in with your social account

Reviewing Contracts via SSP

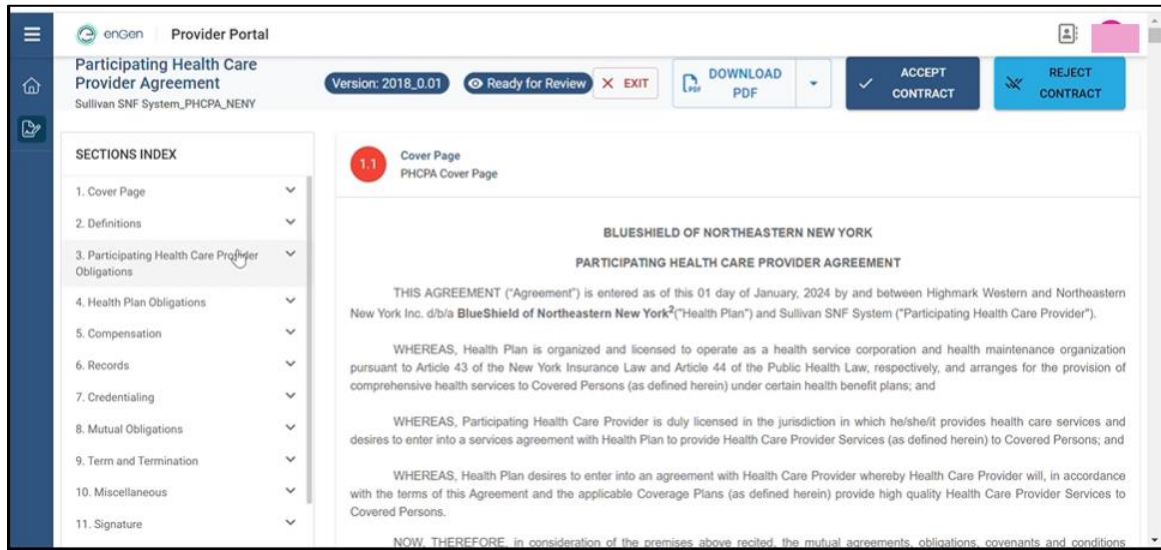
Once the provider has login credentials set up for both SSP and E-Sign, the Contracting team will manually associate them to the contract. The provider will receive a Provider Association email from Simplify Healthcare.

Once Contracting publishes to portal, the provider will receive an email notification that the contract is Ready for Review. Clicking the provider portal link in the email will open SSP, where the provider can review the Contract ID cards they are associated with.

1. The Contract ID card will update to reflect “Ready for Review.”



2. To begin reviewing the contract, complete the following steps:
 - a) Click Ready to Review on the applicable contract. This will open the contract language.
 - b) Review the contract language and accept or reject the contract using the buttons at the top righthand corner of the screen.



Signing Contract via E-Sign

Once the contract is accepted and the Contracting team reviews, it is ready to sign. The provider will receive an email notification prompting them to sign via the E-Sign portal. To sign the contract:

1. Login to [E-Sign](#). This will open the E-Sign Inbox.

2. From the Inbox, click on the appropriate contract. The Status should say Ready.

The screenshot shows the Simplify/eSign inbox interface. At the top, there are four summary cards: 'Action required' (2), 'Waiting for others' (0), 'Expired' (0), and 'Completed' (0). Below these is an 'Inbox (last 6 months)' section with a 'REFRESH INBOX' button. A table lists contracts with columns for Id, Owner, Title, Your Role, Status, and Requested Date. The first row is highlighted with a red border:

Id	Owner	Title	Your Role	Status	Requested Date
4322	[Redacted]	Rubi Hall Clinic - 701751 - Participating Health Care Provider Agr...	Signer	Ready	Jun 17, 2024
4314	[Redacted]	Apollo Hospitals - 701742 - Participating Health Care Provider A...	Signer	Ready	Jun 14, 2024

At the bottom right of the table, it says 'Rows per page: 100' and '1-2 of 2'.

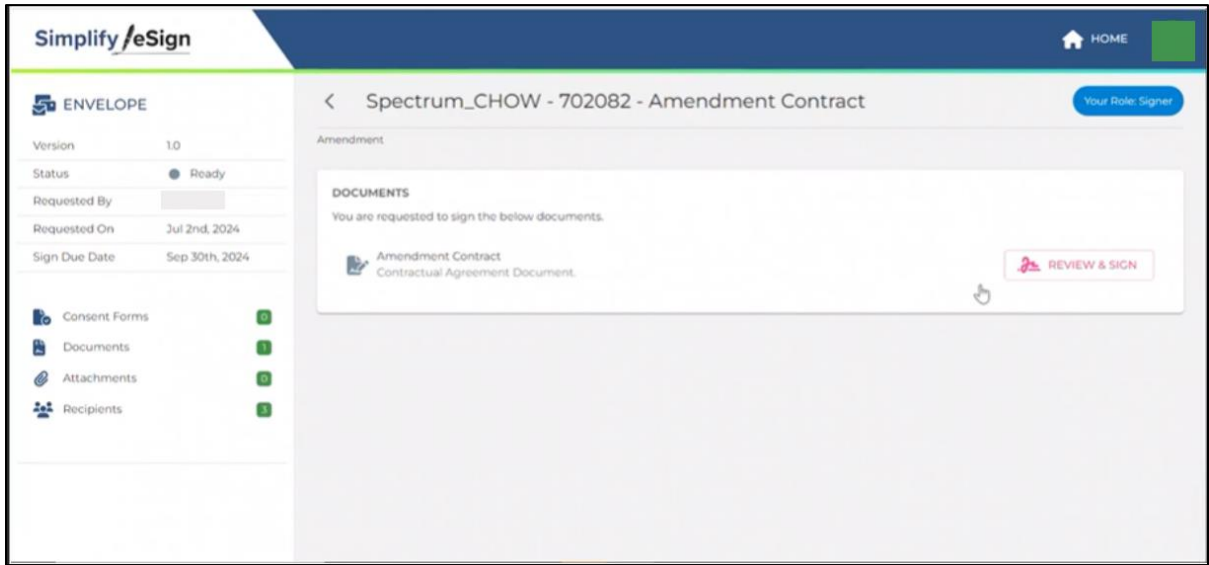
3. In the next window, on the Documents box, click Sign Documents.

The screenshot shows the document signing interface for 'Rubi Hall Clinic - 701751 - Participating Health Care Provider Agreement'. The document status is 'Ready'. There are three main sections: 'Consent Forms' (0), 'Documents' (1), and 'Attachments' (0). The 'SIGN DOCUMENTS' button is highlighted with a red box. Below these are three tabs: 'Consent Forms', 'Documents', and 'Attachments'. The 'Documents' tab is active, showing a list of recipients with columns for Recipient, Role, Routing Order, Consents, and Signatures. The first two recipients are 'Signer' and the third is 'Owner'. The 'Signatures' column shows '1 of 1 pending' for the first two recipients.

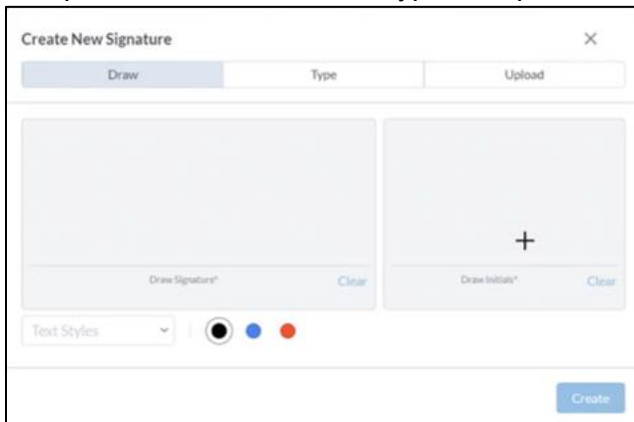
Recipient	Role	Routing Order	Consents	Signatures
[Redacted]	Signer	0	--	1 of 1 pending
[Redacted]	Signer	1	--	1 of 1 pending
[Redacted]	Owner	--	--	--

At the bottom right of the table, it says 'Rows per page: 100' and '1-3 of 3'.

- From the next screen, click **REVIEW & SIGN**.



- From the document view, on the left-hand side, click Unsigned signature field to navigate to the signatures.
- Click into the Signature line on the right-hand side. This will bring up the Create New Signature window.
- The provider can then Draw, Type, or Upload their signature.



- Click on the **Create** button. The signature will now display on the Signature line of the Contract.
- Once the signature is added, scroll to the top of the screen and click on the **Submit** button.
- In the pop-up window, click **Submit** again. This will notify the contracting team, who will then complete the same steps to e-sign the Contract.