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1. Introduction

AUGS Registry provides a gateway to sign the agreements between Practice & AUGS Registry and Practice & FIGmd. This document explains the process to be followed while signing the agreements.

2. Flowchart
3. Log in Window

To access the application,

1. Open a web browser (e.g. Google Chrome, Mozilla Firefox or Internet Explorer etc.)

2. Type or copy paste the URL https://aquire.augs.org/SignUp/Login.aspx in the browser.

3. Enter your “AUGS Username” and “Password”.

4. Click on the “Login” button.

3.1. Practice TIN Pop-Up

If the User is logging into the AUGS Sign-Up portal for the first time, a TIN Information window will be displayed.

Note: Here User will refer to the Provider logging in.

1. Enter the “Practice TIN”.

2. Click on the “Submit” button.

Note:

Practice TIN not present in FIGmd Database

- Means the Practice has not registered with FIGmd.
- The Provider logging-in will be considered as a Practice-Admin for the Practice by default.
- Clicking on the “Submit” button will navigate the User to the Sign-Up Portal.
Practice TIN is already present in FIGmd Database

- Means the Practice has already been registered with FIGmd under another Provider who is now categorized as Practice Admin.

- An Email with a link to the TIN Approval screen will be sent to the Practice Admin associated with the entered Practice TIN.

**Approve:**

If the Provider is genuine, the Practice Admin needs to click on the “Approve” button to register the Provider.

- Once approved, the Provider is granted access to the AUGS dashboard.

**Reject:**

If the Provider logging is not recognized by the Practice Admin, to click on the “Reject” button.

- The Provider will receive a Rejection Email from Practice Admin.

3.2. Forgot Password?

Allows the User to reset a forgotten password.

1. Click on the “Forgot Password” link.

Opens the Login Support window to reset the password.

2. Enter the “Email Address” which is registered with the AUGS Registry.
3.2.1. Recovery Link

If the entered E-mail address is found with the Registry, a reset password link will be sent to the registered E-mail address.

But if the entered E-mail address is not found, you will be requested to create a new account, or enter the E-mail address again.

3.3. Login in Screen

The Login window is displayed again, once the new password has been reset.

Successful login allows access to the AUGS Sign-Up portal.

4. Sign-Up Portal

The Sign-Up portal has the following 4 milestones:

1. Practice
2. Provider
3. TIN Information
4. Agreement
4.1. Practice

This is the 1st milestone in the AUGS Sign-Up portal.

The Practice screen is divided into two sections:

- Practice Demographic Information (Top Section)
- Practice Admin Contact (Bottom Section)

4.1.1. Practice Demographic Information

This section captures the demographic details of a Practice.

These details are pre-populated in the screen if the,

- Information is captured during AUGS Membership Registration OR
- Practice is attached to the User logging in.

1. Select the “Practice Type” applicable to your Practice.
2. Click on the “Save” button.

A message ‘Practice saved successfully’ is displayed on top of the screen.
Details of the Practice Demographic Fields

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Name *</td>
<td>Registered Name of the Practice.</td>
<td>Text</td>
</tr>
<tr>
<td>Practice Setting *</td>
<td>Select from the available options:</td>
<td>Drop-Down</td>
</tr>
<tr>
<td></td>
<td>• Academic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hospital</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Private Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Multi-speciality Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other</td>
<td></td>
</tr>
<tr>
<td>Address 1 * &amp; 2</td>
<td>Registered Address of the Practice.</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>State/Province *</td>
<td>State where the Practice is physically located.</td>
<td>Drop-Down</td>
</tr>
<tr>
<td>City *</td>
<td>City corresponding to the selected State.</td>
<td>Drop-Down</td>
</tr>
<tr>
<td>Zip *</td>
<td>Zip of the Practice address.</td>
<td>Drop-Down</td>
</tr>
<tr>
<td>Practice Type *</td>
<td>Select from the available options</td>
<td>Radio Button</td>
</tr>
<tr>
<td></td>
<td>• Solo Practice – (Only one Provider within the Practice)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Multiple Provider Practice – (More than one Provider within the Practice)</td>
<td></td>
</tr>
</tbody>
</table>

The fields marked in Red Asterisk (*) are mandatory fields.

4.1.2. Practice Admin Contact

This section lists contact information of the Practice Admin and also allows to add multiple Practice Admin Contacts.

A record corresponding to the contact information of the Provider logging in gets auto-populated in the Practice Admin Contact table only after the Practice demographic Information is saved in the top section.

And by default, the system assigns the role of a Practice Admin to the Provider.
Details of the **Practice Admin Contact** Table

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
<td>First Name of the User who is designated as a Practice Admin.</td>
<td>Text</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Middle name of the Practice Admin.</td>
<td>Text</td>
</tr>
<tr>
<td>Last Name *</td>
<td>Last name of the Practice Admin.</td>
<td>Text</td>
</tr>
<tr>
<td>Phone *</td>
<td>Valid Phone Number of the Practice Admin.</td>
<td>Numeric</td>
</tr>
<tr>
<td>Email Address *</td>
<td>Registered Email Address of the Practice Admin.</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>Delete</td>
<td>Allows to delete the Practice Admin Contact from the Practice Admin Contact table.</td>
<td>Icon</td>
</tr>
</tbody>
</table>

**Add Contact** button - displays the “**Practice Admin Contact**” window.

4.1.2.1. **Add Contact**

This button allows the Provider to **add** a new Practice Admin Contact record.

1. Click on the “**Add Contact**” button.

Displays the Practice Admin Contact window.

2. Enter **relevant information** in the mandatory fields.

3. Click on the “**Save**” button.
The newly added Practice Admin Contact is displayed in the Practice Admin Contact table.

4.1.2.2. **Edit Contact**

This option allows the User to edit the existing Practice Admin Contact information.

1. Click anywhere in the row corresponding to the record to be edited.

   Opens the Practice Admin Contact window.

2. Update the required information.

3. Click on the “Save” button.

The updated Practice Admin Contact information is reflected in the Practice Admin Contact table.
4.1.2.3. **Delete Contact**

This option allows the Provider to delete the Practice Admin Contact record(s).

1. Click on the "delete" icon present in the row of the record to be deleted.

Displays a confirmation screen.

- **No** button - retains the selected record in the Practice Admin Contact table.
- **Yes** button - deletes the selected record from the Practice Admin Contact table.

The deleted record is removed from the Practice Admin Contact table.

### Practice Admin Contact:

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>LAST NAME</th>
<th>PHONE</th>
<th>EMAIL ADDRESS</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIGMD</td>
<td>API User</td>
<td></td>
<td></td>
<td><a href="mailto:APIUser@gmail.com">APIUser@gmail.com</a></td>
<td>![Delete Icon]</td>
</tr>
<tr>
<td>test</td>
<td>test</td>
<td></td>
<td>2121467864</td>
<td>test@<a href="mailto:test@gmail.com">test@gmail.com</a></td>
<td>![Delete Icon]</td>
</tr>
</tbody>
</table>

Total Records: 2

Clicking the “Next” button, navigates the User to the next milestone.

4.2. **Provider**

This is the 2nd milestone in the AUGS Sign-Up portal.

This milestone captures the **contact information** relating to the Provider.

- By default, no Provider Record is displayed in the Provider Information table.

  - **Solo Provider Practice**
    - Only one Provider can be added to the Practice.
  - **Multiple Provider Practice.**
    - Multiple Providers can be added to the Practice.
Details for the **Provider Information** Table

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGS Member ID</td>
<td>Unique ID assigned to the Provider by the AUGS Registry.</td>
<td>Numeric</td>
</tr>
<tr>
<td>Provider Name</td>
<td>Name of the Provider belonging to the Practice.</td>
<td>Text</td>
</tr>
<tr>
<td>Email</td>
<td>Registered Email address of the Provider.</td>
<td>Alpha-Numeric</td>
</tr>
<tr>
<td>NPI</td>
<td>10 digit NPI of the Provider.</td>
<td>Numeric</td>
</tr>
<tr>
<td>Inactive</td>
<td>Displays the status of the Provider - whether active or inactive.</td>
<td>Text</td>
</tr>
<tr>
<td>Edit</td>
<td>Allows updating the Provider record.</td>
<td>Icon</td>
</tr>
<tr>
<td>Delete</td>
<td>Allows deleting the Provider record.</td>
<td>Icon</td>
</tr>
</tbody>
</table>

To add a new Provider, click on the **Add New Provider** button.

4.2.1. Add New Provider

Allows the User to add a new Provider to the Practice.

Details of the Provider logging in will be auto populated in the screen. If this is the same Provider that is to be added,

1. Enter the "NPI".
2. Select the "Designation Title".
3. Click on the "Save" button.

But if you want to add a new Provider, click on the "Reset" button to refresh the screen.
1. Enter the “AUGS Member ID”.
   The details of the Provider will be fetched from the AUGS database, based on the member ID entered, and displayed as non-editable fields.

2. Enter the Provider “NPI”.

3. Select the “Designation Title”.

4. Click on the “Save” button.

- **Reset Button**: Clears the entered information and allows the User to enter the new Provider Information.
- **Save Button**: Saves the entered Provider Information.
- **Cancel Button**: Will not save the changes made in the Add Provider window.

Details of the window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inactive</td>
<td>This button is disabled in Solo Practice and Multi Provider Practice.</td>
<td>Check box</td>
</tr>
<tr>
<td>AUGS Member ID</td>
<td>Member ID assigned by the AUGS Registry.</td>
<td>Numeric</td>
</tr>
<tr>
<td>First Name</td>
<td>First name of the Provider belonging to the Practice (Not editable).</td>
<td>Text</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Middle Name of the Provider (Not editable).</td>
<td>Text</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last name of the Provider (Not editable).</td>
<td>Text</td>
</tr>
<tr>
<td>Designation Title</td>
<td>Designation of the Provider.</td>
<td>Drop Down</td>
</tr>
<tr>
<td>Provider NPI</td>
<td>10 digit NPI of the Provider.</td>
<td>Numeric</td>
</tr>
<tr>
<td>Email</td>
<td>Registered Email Address of the Provider (Not editable).</td>
<td>Alpha-Numeric</td>
</tr>
</tbody>
</table>

The Fields marked in Red Asterisk (*) are mandatory fields.

The added Provider is displayed in the Provider Information table.
4.2.2. Edit Provider

Allows the User to edit the existing Provider(s) Information. To edit an existing record:

1. Click the “Edit” icon in front of the Provider record.

Displays the Update Provider window.

Allows to edit **ONLY** the Designation Title and the Provider NPI fields.

Remaining fields are non-editable.

2. Edit the required field(s).

3. Click the “Save” button.

Changes made to the selected Provider record are reflected in the Provider Information table.
4.2.3. Delete Provider

Allows the User to delete the existing Provider record(s).

To delete the Provider record(s)

1. Click on the “Delete” icon.

   Displays the confirmation screen.

   • **No** button - retains the Provider record in the Provider Information table.

   • **Yes** button - deletes the Provider record from the Provider Information table.

2. Click on the “Yes” button.

   The message ‘Provider deleted successfully’ is displayed on top of the screen upon deletion of the selected record.
Clicking on the **Next** button navigates the User to the next milestone.

**Note:**

At least **1 Provider** needs to be present for signing the Agreement.

### 4.3. TIN

This is the 3rd milestone in the **AUGS Sign-Up** portal.

It captures the **Tax Identification Number (TIN)** information pertaining to the Practice and allows entering multiple TIN records of the Practice.

By default, the Practice TIN registered with the AUGS Registry is displayed in the Practice TIN Information table. But the “**Valid From**” and “**Valid To**” dates need to be entered.

“**Add New Practice TIN**” button allows the User to add multiple TIN(s).
4.3.1. Add New Practice TIN

Allows the User to add multiple TIN(s).

1. Click on the “Add New Practice TIN” button.

Displays the Add New Practice TIN window.

2. Enter the “Practice TIN”.

3. Enter the “Validity Dates” using the calendar.
   - “Delete” icon in front of the date fields clears the entered validity dates.

4. Click on the “Save” button, to save the TIN record.

Practice TIN and Valid From fields have (*) mark, are mandatory fields.

The newly added Practice TIN is reflected in the Practice TIN Information table.

A message ‘Practice TIN added successfully’ is displayed near the top of the screen.

4.3.2. Edit Practice TIN

Allows the User to edit the existing Practice TIN record(s).

To edit an existing TIN record,

1. Click on the “Edit” icon displayed in front of the selected TIN record.

Displays the Update Practice TIN window.

2. Make the necessary changes.
3. Click on the “Save” button.

Updated Practice TIN information is displayed in the Practice TIN Information table.

The message ‘Practice TIN record updated successfully’ is displayed on the top of the screen.

4.3.3. Delete Practice TIN

Allows the User to delete the existing Practice TIN record(s).

To delete a Practice TIN record,

1. Click on the “Delete” icon displayed in front of the TIN record.

Displays the confirmation window.

- **No** Button - retains the selected Practice TIN record.

- **Yes** button - deletes the selected TIN record from the Practice TIN Information table.

2. Click on the “Yes” button.
The message ‘Practice TIN deleted successfully’ is displayed on the top of the screen.

The deletion of the record(s) is reflected in the Practice TIN Information table.

Note:
Minimum one TIN needs to be present in the Practice for signing the agreement. Click on the “Next” button to navigate to the final milestone.

4.4. Agreement

This is the 4th and final milestone of the AUGS Sign-Up portal.
The Practice needs to sign 2 agreements.

1. **Participation Agreement**: This agreement is signed between the AUGS Registry and the Practice. By signing this agreement, the Practice agrees to participate in the AUGS Registry.

2. **Data Warehousing Agreement**: This agreement is signed between the Practice and FIGmd, regarding data sharing and data usage. By signing this agreement, the Practice gives consent to FIGmd for its data usage and sharing.

By default, the Agreement table displays 2 records corresponding to the 2 agreements, with the column Agreement Status showing as a red “Pending”.

The DocuSign functionality is embedded within the Sign-Up portal allowing the User to sign the agreement electronically.

The Agreement should be signed by a designated Authorized Signatory at the Practice side. It could be,

- User who has logged into the portal.
- Appropriate individual in the Practice (CEO, Owner, Privacy Officer, etc.)

Participation in the AUGS Registry does not proceed until both the agreements are signed.

The columns displayed in the Agreement table

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Name</td>
<td>Names of the agreements that the Authorized Signatory has to sign to participate in the AUGS Registry.</td>
</tr>
<tr>
<td>Signing Option</td>
<td>Displays the agreement signing option chosen by the Provider. By default/before signing the agreement, this column is blank.</td>
</tr>
<tr>
<td>Created date</td>
<td>Date when the agreement is signed.</td>
</tr>
<tr>
<td>Sign Now</td>
<td>Allows the Authorized Signatory to sign the agreement right away. By default, Sign Now link is displayed in the column.</td>
</tr>
<tr>
<td>Sign Later</td>
<td>Allows the Authorized Signatory to sign the agreement at a later stage. By default, Sign Later link is displayed in the column.</td>
</tr>
<tr>
<td>Agreement status</td>
<td>Displays the status of the agreement. By default, the agreement status is Pending.</td>
</tr>
<tr>
<td>Signed Date</td>
<td>Date of signing the agreement(s).</td>
</tr>
</tbody>
</table>

The Provider/User has following two options to sign the agreement.

1. Sign Now
2. Sign Later
4.4.1. **Sign Now**

Allows the User/ Authorized Signatory to sign the agreement right away.

1. Click on the “Sign Now” link.

<table>
<thead>
<tr>
<th>AGREEMENT NAME</th>
<th>SIGNING OPTION</th>
<th>CREATED DATE</th>
<th>SIGN NOW</th>
<th>SIGN LATER</th>
<th>AGREEMENT STATUS</th>
<th>SIGNED DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>Sign through portal</td>
<td>12-23-2010</td>
<td>Sign Now</td>
<td>Sign Later</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Warehousing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Opens the agreement in the PDF format, allowing the Authorized Signatory to sign it right away.

In the Sign Agreement table, the following columns get updated, for the selected agreement,

- Column “Signing option” is updated as “Sign through portal”.
- Column “Created Date” displays the current date.

### 4.4.1.1. **Steps to sign the Document**

Follow the below steps to initiate/start the signing of the agreement:

2. Check the check box “I agree to use Electronic Records and signature”.
   
   This indicates consent and activates/enables the yellow “Continue” button.

3. Click on the “Continue” button to initiate the Agreement signing process.
Clicking on the “Start” button navigates the User directly to the signing area within the document.
4. Click on the “Sign” icon to open the Adopt Signature window.
By Default, the Provider’s Name, Initials and Sample Signature are displayed in the preview.

The Provider has the option to select a different style for signature, or Draw the signature.

5. Click on the “Change Style” option.

Displays various signing styles in the right pane.

6. Select the “Signature Style” of your choice.

The selected signature option gets displayed in the Preview Section.

7. Click on the “Adopt and Sign” button.
The selected signature gets embedded in the document and is displayed at the signature spot in the Agreement.

Upon completion of the signature requirement, the final agreement page is displayed.

8. Click on the “Finish” button.

A Thank you note is displayed once the agreement is signed.

Click to download the signed agreement.
4.4.1.2. Refresh Button

Changes the agreement status in the Sign Agreement table.

Upon signing the agreement,

9. Click on the “Refresh” button in the Agreement Table.

In the Agreement table, the following columns get updated, for the selected agreement,

- Column Agreement Status changes from a red “Pending” to a green “Completed”.
- Column Sign Now gets disabled.
- Column Sign Later gets disabled.
- Column Signed Date shows the Current Date.
- A download icon is displayed in front of the signed date. The signed agreement can be downloaded for reference.

### Sign Agreement

**Note:** If you are the authorized person to sign the contract you can select “Sign Now” to complete the enrollment process now and enter the email address. If you are not the authorized endorser to sign the contract then please select the “Sign Later” option and enter the authorized endorser’s email address.

<table>
<thead>
<tr>
<th>AGREEMENT NAME</th>
<th>SIGNING OPTION</th>
<th>CREATED DATE</th>
<th>SIGN NOW</th>
<th>SIGN LATER</th>
<th>AGREEMENT STATUS</th>
<th>SIGNED DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Agreement</td>
<td>Sign through portal</td>
<td>12-23-2016</td>
<td>Sign Now</td>
<td>Sign Later</td>
<td>Completed</td>
<td>12-23-2016</td>
</tr>
<tr>
<td>Data Warehousing Agreement</td>
<td></td>
<td></td>
<td>Sign Now</td>
<td>Sign Later</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

4.4.2. Sign Later

This option allows the User to sign the agreement at a later stage, or send the agreement to another individual within the Practice authorized to sign the agreement.
1. Click on the “Sign Later” option.

This displays a window where the User can enter the E-mail address of the person authorized to sign the agreement.

![Sign Later Option](image)

2. Click on the “OK” button.

This displays a thank you message. At the same time an email is sent to the entered Email address, with a link to sign the agreement.

User is advised to check the Email account to execute the agreement.

In the Sign Agreement table, the following columns get updated, for the selected agreement,

- Column Signing Option is updated as Sign through mail.
- Column Created Date displays the current date.

![Sign Agreement Table](image)

4.4.2.1. E-mail Link

An Email is sent to the registered Email address with a link to sign the agreement.

The User should follow the below steps to complete the agreement signing process:

3. Click on the yellow “REVIEW DOCUMENT” button within the Email. This opens the Agreement PDF.
4. Follow the steps mentioned in the Steps to sign the Document option to sign the Agreement.
After the signing process is complete, a message, ‘Your document is now complete’ is displayed on top of the screen.

5. Click on the “Close” button.

6. Check the registered Email account.

7. Login into the AUGS Sign-Up portal to complete signing the agreement process.
8. Go to Agreement milestone.

4.4.2.2. Refresh Button

Click on the “Refresh” button to change the agreement status.

<table>
<thead>
<tr>
<th>Agreement Name</th>
<th>Signing Option</th>
<th>Created Date</th>
<th>Sign Now</th>
<th>Sign Later</th>
<th>Agreement Status</th>
<th>Signed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Agreement</td>
<td>Sign through portal</td>
<td>12-23-2016</td>
<td>Sign Now</td>
<td>Sign Later</td>
<td>Completed</td>
<td>12-23-2016</td>
</tr>
<tr>
<td>Data Warehousing Agreement</td>
<td>Sign through mail</td>
<td>12-23-2016</td>
<td>Sign Now</td>
<td>Sign Later</td>
<td>Completed</td>
<td>12-23-2016</td>
</tr>
</tbody>
</table>

In the Sign Agreement table, the following columns get updated, for the selected agreement,

- Column Agreement Status displays Completed.
- Column Sign Now gets disabled.
- Column Sign Later gets disabled.
- Column Signed Date displays the Current Date.

A download icon is displayed in front of the signed date. The signed agreement can be downloaded for reference.
5. Errors and Warnings:

5.1. Errors

5.1.1. Add New Provider

An error message is displayed if the Provider NPI and the Designation title is not entered while adding a new Provider to the Practice through the Add New Provider window.

5.1.2. Update TIN

An error message is displayed in case the “Valid From” date is greater than the “Valid To” date.
5.2. Warnings

5.2.1. Practice Information

If the Practice type is changed from Multiple Provider Practice to Solo Practice, then a confirmation screen is displayed asking User to confirm the change as it would result in deletion of all Providers.

5.2.2. Practice Admin Contact

The primary Practice Admin contact cannot be deleted.

5.2.3. Add Provider

In case of a Solo Practice, multiple Providers cannot be added.

If the User attempts/tries to add a Provider to the Practice, an error message ‘The User is not allowed to add the Provider. Only one Provider can be added for Solo Practice’ is displayed on top of the screen.

5.2.4. Delete Practice TIN

1. Only Practice Admin can delete the Practice TIN.
2. Deleting the TIN from the AUGS Sign-Up portal will also remove the selected TIN from AUGS Registry database.

5.2.5. Agreement

1. Participation in AUGS Registry does not proceed until both the agreements are signed.
2. ONLY the authorized signatories can sign the Agreements.
6. Glossary

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>Allows the Provider to login to the AUGS Sign-Up portal.</td>
</tr>
<tr>
<td>✅ Save</td>
<td>Saves the entered information.</td>
</tr>
<tr>
<td>Add Contact</td>
<td>Allows to add the Practice Admin contact(s).</td>
</tr>
<tr>
<td>Next</td>
<td>Navigates the User to the next milestone.</td>
</tr>
<tr>
<td>Previous</td>
<td>Navigates the User to the previous milestone.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels the previous action.</td>
</tr>
<tr>
<td>✂️</td>
<td>Deletes the existing record.</td>
</tr>
<tr>
<td>✎</td>
<td>Allows to edit the existing record.</td>
</tr>
<tr>
<td>Add New Provider</td>
<td>Allows to add a Provider to the Practice.</td>
</tr>
<tr>
<td>Add New Practice TIN</td>
<td>Allows to add a new Practice TIN.</td>
</tr>
<tr>
<td>🔄 Refresh</td>
<td>Updates the agreement status in the Sign Agreement table.</td>
</tr>
<tr>
<td>🔄</td>
<td>Allows to download the e-signed agreement.</td>
</tr>
</tbody>
</table>

This completes User manual for the AUGS Sign-Up portal.