



# How to Sign Policies

January 9, 2015



# Step 1

- Go to our website [www.symplr.com](http://www.symplr.com)



✉ [hello@symplr.com](mailto:hello@symplr.com)  
☎ (866) 373-9725  
💬 Chat Live



Sign Up Login

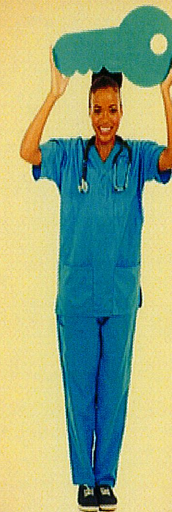
↑  
vendor reps  
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## NURSE CREDENTIALING

We have the key to **nurse credentialing**

LEARN MORE

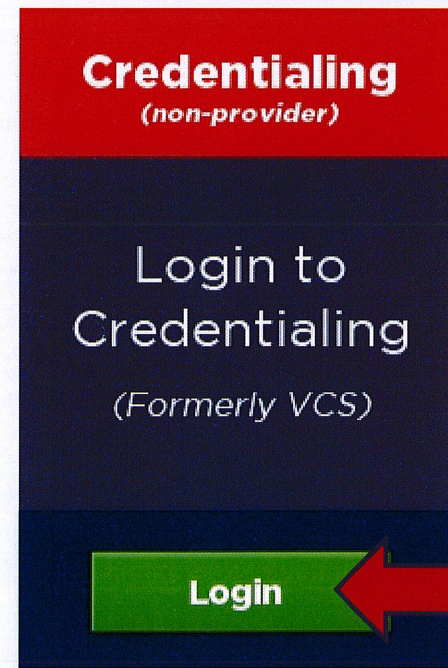


# Step 2

- Select the “Login” button

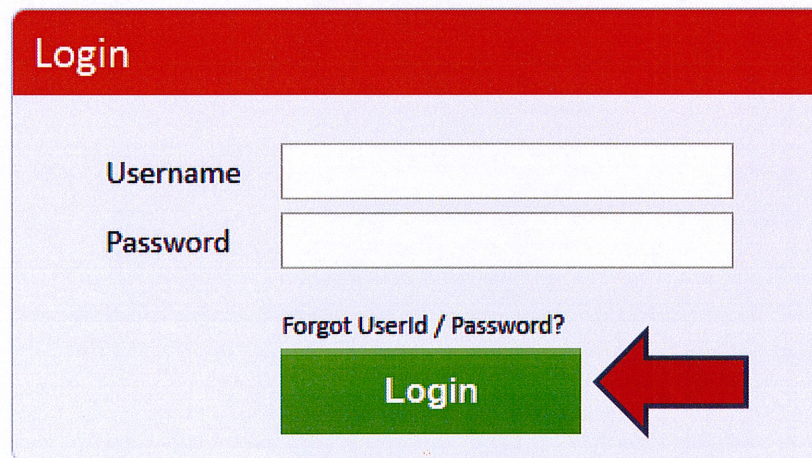


- Select the “Login” button under the credentialing



## Step 3

- Enter your Username and Password
- Select “Login”



Login

Username

Password

[Forgot Userid / Password?](#)

A red arrow points to the Login button.



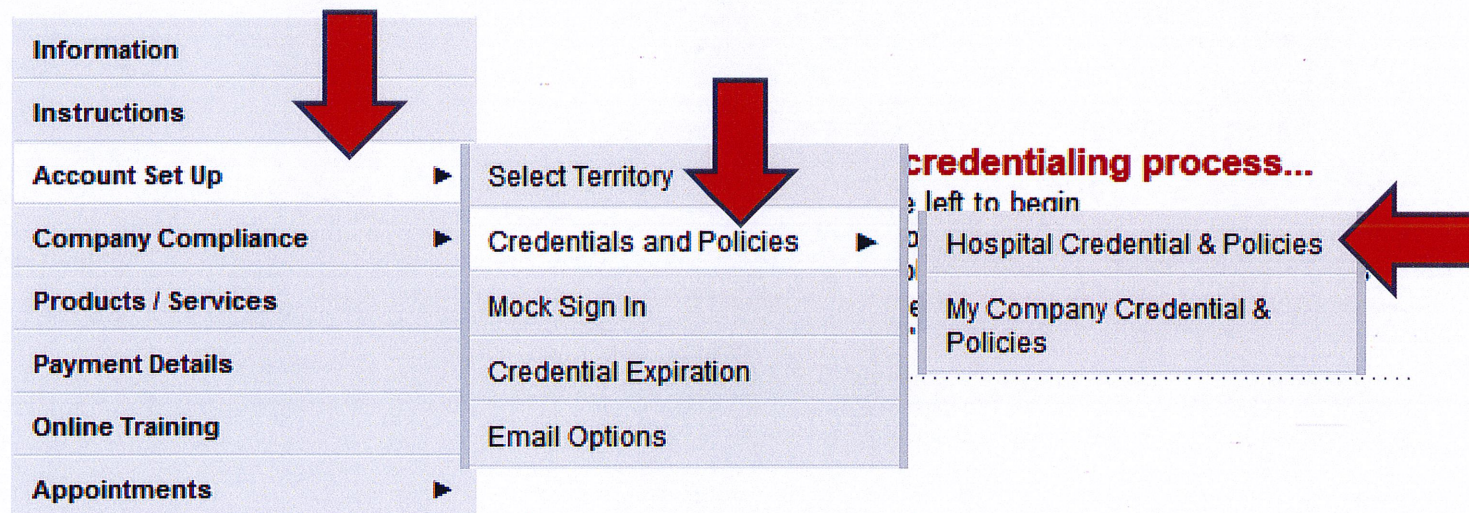
# Policy Signing Process

- All policies are electronically signed
- You must open the policy first and read it
- Then, close the policy and select “Sign”
- Select “Agree”
- Then go to the next policy




# Step 4


- Select “Account Set Up”
- Then select “Credentials and Policies”
- Then select “Hospital Credential & Policies”



## Step 5

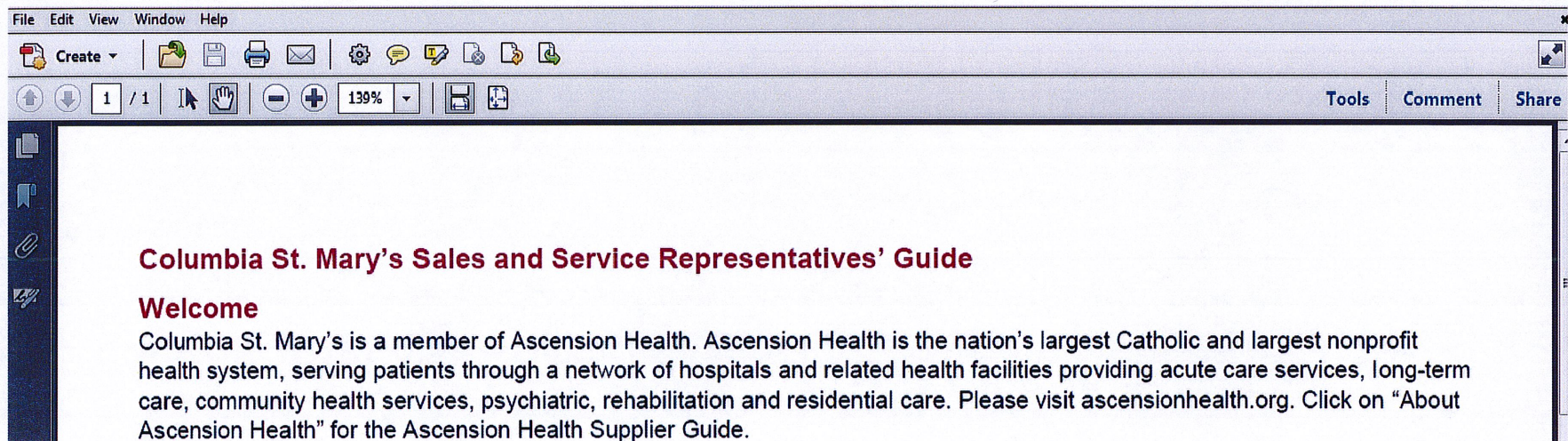
- Select the policy name
  - The policy will open in a PDF

Read Policy	Hospital	Sign	Date Signed
DEMO SURGICAL POLICY	DEMO HOSPITAL (NOT A REAL HOSPITAL)		Incomplete



# Step 6

- Read the policy
- Close the policy once you have read it





# Step 7

- Select “Sign”
- Select “I agree” or “I do not agree”

Read Policy	Hospital	Sign	Date Signed
DEMO SURGICAL POLICY	DEMO HOSPITAL (NOT A REAL HOSPITAL)	<b>SIGN</b>	Incomplete



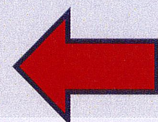
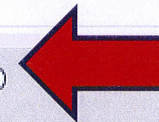
## Electronic Signature

Please make your selection below. Once you agree to the policy you can't change the status. If you do not agree to the policy, the policy will show to you and the hospital as "Refused."

I have read and agree:

I have read and do not agree:

**SUBMIT**



# Policy Signing Complete

- You will follow this process for every policy.
- During this process if you have any problems please contact us at:
  - Phone: 281-863-9500 or Toll Free 866-373-9725, option 1
  - Online Chat
  - Email: [support@symplr.com](mailto:support@symplr.com)

