How to Sign Policies

January 9, 2015
Step 1

- Go to our website www.sympllr.com
Step 2

- Select the “Login” button

- Select the “Login” button under the credentialing
Step 3

- Enter your Username and Password
- Select “Login”
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

<table>
<thead>
<tr>
<th>Read Policy</th>
<th>Hospital</th>
<th>Sign</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO SURGICAL POLICY</td>
<td>DEMO HOSPITAL (NOT A REAL HOSPITAL)</td>
<td>SIGN</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
Step 6

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

Columbia St. Mary’s Sales and Service Representatives’ Guide

Welcome
Columbia St. Mary’s is a member of Ascension Health. Ascension Health is the nation’s largest Catholic and largest nonprofit health system, serving patients through a network of hospitals and related health facilities providing acute care services, long-term care, community health services, psychiatric, rehabilitation and residential care. Please visit ascensionhealth.org. Click on “About Ascension Health” for the Ascension Health Supplier Guide.
Step 7

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

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**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@sympllr.com