

Completing the Fiscal Agent Request Form (FARF)

Consumer Direct utilizes DocuSign to complete the Fiscal Agent Request Form (FARF) electronically. The electronic FARF has built in data validation to guide you through completing the required fields.

How do I navigate to the FARF?

1. Go to: <https://www.consumerdirectva.com/>
2. Click on **Forms**
3. Click the correct payer
 - DMAS Fee for Service Forms
 - Virginia Premier Health Plan Forms
 - Aetna Better Health of Virginia Forms
4. Click **English Forms**
5. Select **Fiscal Agent Request Form (FARF) link**
6. Enter your **Name and Email**
7. Click **BEGIN SIGNING**

How do I validate my email address?

1. An email will be sent to inbox with a **Validation Code** (Figure 1):
 - Email is from DocuSign and contains Consumer Direct's logo

** Email may also be found in Junk/Spam folder if not in the inbox

DocuSign

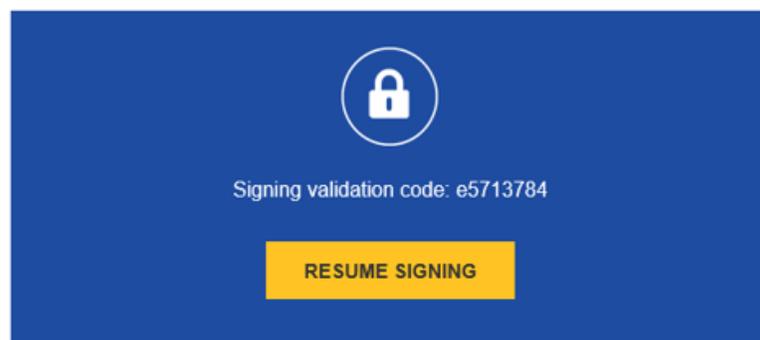


Figure 1: Signing verification code

How do I validate my email address...continued?

2. Click **Resume Signing** (a new window will open)
3. Enter **access code** received
4. Click **Validate**

How do I fill out the FARF?

1. Check the box **I agree to use electronic records and signatures** (figure 2):



Figure 2: I agree check-box

2. Click **Continue**
3. Complete all boxes with **Red Highlighting** (figure 3):

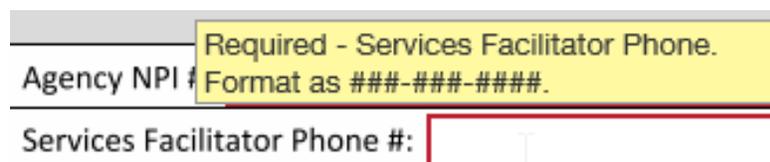


Figure 3: Box with red highlighting

***Note that some of the boxes require information to be input in a specific format. By hovering over the field with your mouse, how the information should be input will pop up.*

4. Check the box **I agree to use electronic records and signatures.**
5. The **Next** button disappears when all fields are completed.

How do I fill out the FARF...continued?

6. Click **FINISH** (figure 4):
7. A popup appears and the document can be downloaded or printed
8. Click **Close**
9. The FARF will **automatically be sent** to Consumer Direct for processing
10. A completion email from DocuSign will be sent once Consumer Direct completes the processing request (figure 5)



Figure 4: Finish button

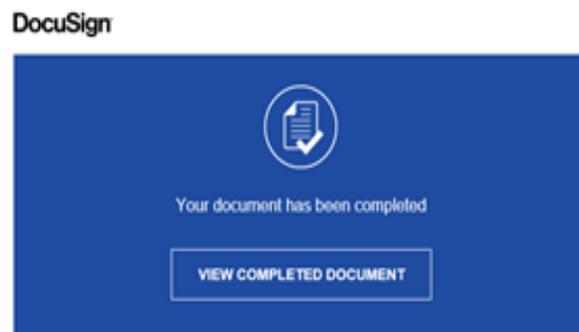


Figure 5: View completed document