

# Quick Start Guide



## Ascend: Send for Signature Application

**Purpose:** Utilize Ascend to send a partially completed application to a beneficiary for enrollment

*\*NOTE: You may click “Send for Signature “ button at any point in the application. We highly recommend you complete as much of the application on behalf of the beneficiary for their review and signature.*

**Step 1:** Log into Ascend, enter the zip code, click continue and select tab 5 for “Our Plans”

**Step 2:** Click “Apply Now” for the plan you would like to enroll your beneficiary in to begin the application process.

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**Step 3:** Fill in as much of the application as possible and at the bottom of any page within the application, click “Send for Signature.”

*\*NOTE: The beneficiary must have a valid email address to received information when “Send for Signature” feature is used.*

The screenshot shows a web application interface for a 'Tell us about yourself' form. At the top, there are navigation tabs: 'Contact Info', '1 About You', '2 Your Address', and '3 Emergency Contact'. Below the tabs, there is a 'Back to Shopping' link and a price indicator '\$47<sup>00</sup>/month'. The main heading is 'Tell us about yourself'. The form is titled 'Personal Information' and includes an attention message: 'ATTENTION: You are beginning your application for enrollment.' The form fields are: 'Prefix:' (dropdown menu), 'First Name:' (text input), 'Middle Initial:' (text input), 'Last Name:' (text input), 'Gender:' (radio buttons for 'Male' and 'Female'), 'Your Birthday:' (text input with placeholder 'mm/dd/yyyy'), 'Email:' (text input with placeholder 'you@example.com'), 'Phone:' (text input with placeholder '8888888888'), and 'Alternate Phone:' (text input with placeholder '8888888888'). Below the form, there is a 'Next' button and two buttons at the bottom: 'Save' and 'Send for signature', with the latter being highlighted with a red border. A disclaimer at the bottom of the form states: 'Please know that by providing your email address, you are agreeing to receive emails from us. We will give you the opportunity to opt in and you may always opt out of future email communications.' Below the disclaimer, it says '• Required Information'.

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**Step 3:** All information with a red \* will become required fields depending on if you selected text or email verification.

**Send Partial Application for Signature**

Beneficiary First Name \*      Beneficiary Last Name \*

Email Addresses (maximum of two) \*      Beneficiary Phone \*

Text Verification Code - Select 1+ Plans  
 Email Verification Code - Select 1+ Plans  
 Add a custom message

**Send**

**Step 4:** The beneficiary will receive 2 emails/texts. The first email will be the verification code. The second email will be the link where the beneficiary may click the “Click to Resume” link to complete and sign the application. Below is a sample email where they can “Click to Resume” to be redirected to the Ascend web link to enter the verification code received in the first email/text. After entering the verification code, they will be taken to the application image shown in step 3.

You've been sent an email containing a link. Following the link, you'll be asked to input this Verification Code: 426987062

Greetings Test Test,

This email from WellCare contains an application that needs your signature. 1

*\*NOTE\* This is only a  
SAMPLE email*

**CLICK TO RESUME**

**Verification**

Verification Code

**Submit**