



Detroit Wayne Mental Health Authority

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Memorandum

September 6, 2019

To: Detroit Wayne Mental Health Authority's Providers

From: Eric Doeh, Chief Network Officer

Re: FY '19-20 Contracts

Below is some information concerning the new FY' 2019-2020 Provider contracts. This year we have implemented a new electronic system called Cobblestone and we believe this will prove to be a more efficient process.

Beginning Wednesday, September 11, 2019, many of you will start receiving your new contracts. You will receive an email from "DWMHA Contract Alerts" that will look similar to the one below. Once you receive it, please follow these instructions:

1. Select the "Sign Your Document" link
2. Review your contract
3. The "What to do next" box in the top left corner will identify the signature page. By clicking the Signature link there, you will be taken directly to the signature page.
4. You will see a box that says [Sign Here]. Click on it to sign your document.
5. You will have the option to either "draw signature" or "type signature". You can choose draw in which you will write your signature with your mouse, finger or stylus. If you choose type signature, which is typically easier, you can type your signature using one of the script fonts.
6. After providing your signature, click the [Sign Now] link at the bottom.
7. Then click the [Verify and Complete] box to confirm your signature.
8. You will be requested to confirm by clicking [Complete]. Once you click [Complete] you will be done, and can close out of the signature page.

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Invitation to sign your document(s) (for: E-Signatures Process)



DWMHA Contract Alerts

Fri 9/6/2019 2:35 PM

To: Carl Hardin 

Sent on behalf of Carl Hardin(chardin@dwmha.com).

Carl (chardin@dwmha.com),

You have been invited to participate in the electronic signing of your document(s).
Please click on the link below to begin.

In order to streamline this process, we ask that all documents are **signed in Cobblestone, we will not accept paper contracts sent through the U.S. postal system or any dropped off here at DWMHA.**

If you have not received your contract by Monday, September 23, 2019, please send an email to: dwmhaprovidercontracts@dwmha.com.

Thank you for your cooperation.