

INSTRUCTIONS TO DOWNLOAD/FILL/EMAIL BUSINESS ASSOCIATE AGREEMENT

How to Fill/Save the form:

If you agree to the terms and conditions of the agreement, please click the check box and enter your Agency's name and any associated vendor number(s). Additionally, please enter your name as you would normally sign it, as well as your name and title, the date, and the full address of your agency.

All of the fields are required.

Once you have read the agreement and completed the form below please click "Submit" button.

- To confirm that you have read, understand, accept, and agree to perform the obligations under this Agreement, click the box to indicate that you Agree and complete the information below.

Agency Name:	<input type="text"/>		
Vendor No.(s)	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>
Name and Title:	<input type="text"/>		
	Print name and title of person signing this Agreement		
Address:	<input type="text"/>		

After signing this document, please make a copy for your records.

SUBMIT

Click on Submit to send via email.

At this point, your default email client should open or you will be prompted to select an email client to use. Once you do see the email form, the address, subject, and the BAA attachment should already be completed. At this point, all that is necessary is to press "Send" within your email client.

Alternative method: Save the copy of "Filled-Form" on your computer. Open your email client (Outlook/Google-Gmail/Yahoo or any) and, then, attach the saved copy to a new email. Type baa@rceb.org in the "TO:" field and click on Send to email it.

Please contact baa@rceb.org if you have any questions, or need any assistance with emailing the form.