



Effective February 2012

## Missouri First Steps Electronic Signature Agreement

This is to certify my request for an electronic signature. An electronic signature is similar to your handwritten signature. Through the use of an electronic signature, you agree that the information you provide is accurate and complete to the best of your knowledge. You also acknowledge that you have read and understand the following statements. Please read these notices before providing us with your request for your electronic signature:

- Any and all information submitted on my behalf shall be true, accurate, and complete. I accept total responsibility for the accuracy of all information submitted to the web site.
- The undersigned will hold harmless and indemnify the Missouri Department of Elementary and Secondary Education (DESE) and/or its Fiscal Agent Contractor from any and all claims, actions, damages, liabilities, costs and expenses, including reasonable attorneys' fees and expenses, which arise out of or are alleged to have arisen out of or as a consequence from the utilization of the web site.
- I further acknowledge that utilization of the web site does not alter my continuing obligation to comply with all applicable requirements of the First Steps Service Provider Agreement and Riders which I have signed including but not limited to those requirements pertaining to payments, claims, timelines, confidentiality, privacy, records and records retention.
- I agree to immediately notify the Central Finance Office (CFO) via phone and mail if my password to this web site is lost, stolen, misplaced or has been compromised. I understand it is my responsibility to use the information provided to me on this web site for its intended purposes and to protect any password(s) issued to me.
- I agree to adhere to the stipulations and conditions outlined in the Family Educational Rights and Privacy Act.
- I understand that violation of any of the provisions of this Agreement shall subject me to the actions set out in the First Steps Service Provider Agreement and shall make access to the web site subject to immediate revocation.
- I understand that access will not be granted to the web site without this Agreement.
- I certify that I am in compliance with the First Steps Service Provider Agreement and Riders.
- I warrant that I have the authority to make this agreement.

Agency/Payee Information	
Agency/Payee Organization Name	Agency/Payee Organization Tax ID
Payee/Authorized Official Signature and Date	Payee/Authorized Official (printed) and Title
Provider or User Information	
Provider/User Signature and Date	Provider/User Name (printed)
Provider/User Email Address	Provider/User Social Security Number

**PLEASE COMPLETE THIS AGREEMENT AND MAIL THE ORIGINAL TO:**

Provider Enrollment/CSC Attn: Missouri Provider Enrollment  
PO Box 29134  
Shawnee Mission, KS 66201-9134

**For questions please contact Provider Enrollment at 1-866-711-2573 ext. 2  
or email at: [mofsenroll@csc.com](mailto:mofsenroll@csc.com)**

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).