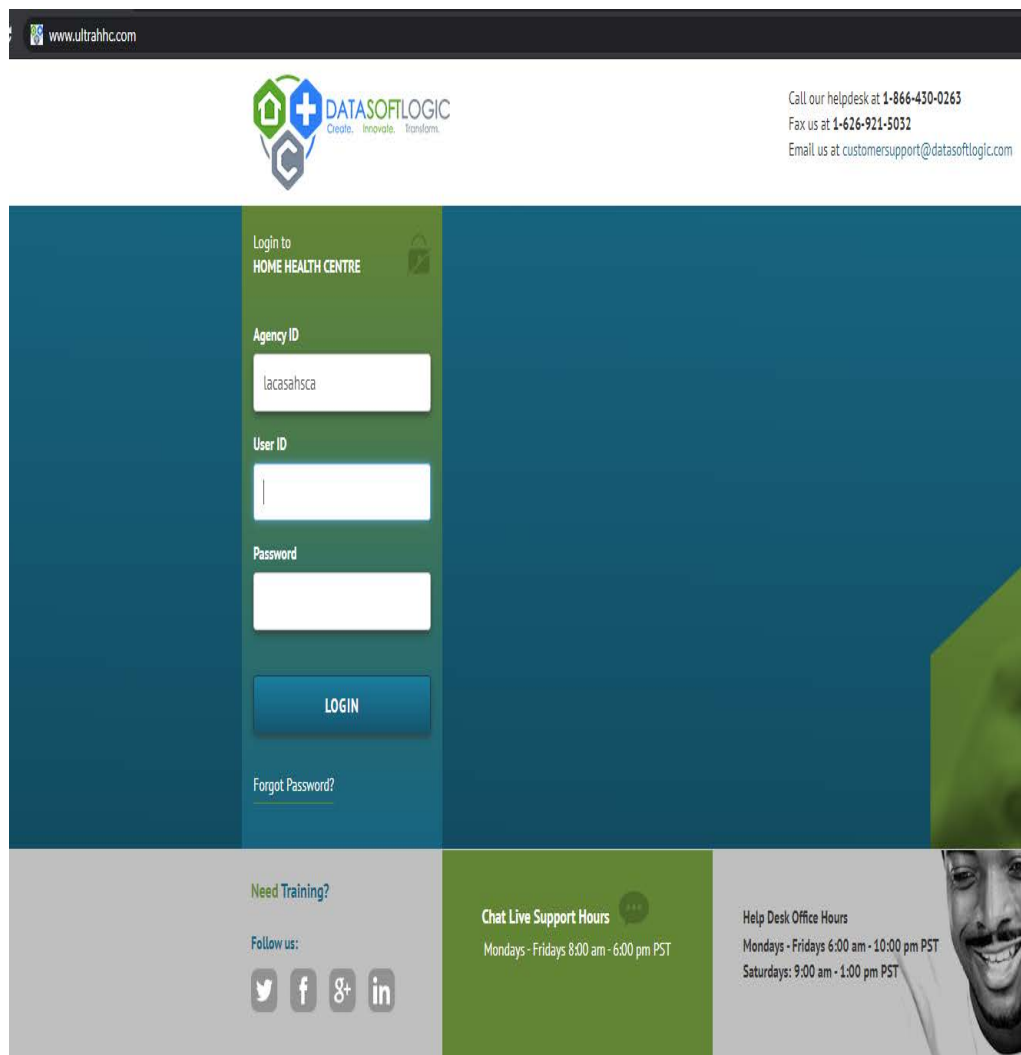


How to set-up E-Signature Pin Number

In order to electronically sign your notes, you must generate a 4-Digit Pin Number. Please remember to keep this number confidential, as it serves as your electronic signature.

To create your 4-Digit Pin Number using a computer or tablet, simply access west.ultrahhc.com.

Please use the credentials that have been assigned to you to log in. These are the same credentials you use to access the Verify Centre application.



How to set-up E-Signature Pin Number

Once you successfully log in for the first time through the browser, an automatic pop-up screen will prompt you to create a 4-digit pin. Kindly follow the instructions on the screen to set up your pin for future use.

The screenshot shows a web browser window with the URL `ultrahhc.com/Home.aspx`. A modal dialog box titled "PIN not set please enter PIN." is displayed in the center. The dialog contains two text input fields: "New PIN:" and "Confirm New PIN:". Below these fields is a blue button labeled "Set PIN" and a grey button labeled "Close". A red box highlights the input fields, and a red arrow points from a text box on the right that says "Enter a 4 digit pin number". Another red arrow points from a text box at the bottom that says "After entering your pin, click on set pin." to the "Set PIN" button. The background shows a blurred view of the LA CASA Health Care interface, including a sidebar with navigation options like "ALL Tasks", "For E-Signature", and "Visit and Other Notes".

Remember, DO NOT share this pin with anyone!

Once you have set up your 4-digit pin, all documents that need an E-Signature will be signed using this pin. If you wish to change your pin in the future, please get in touch with the office, and we will guide you through the reset process. Your security is our priority, and we'll be happy to assist you with any necessary changes.