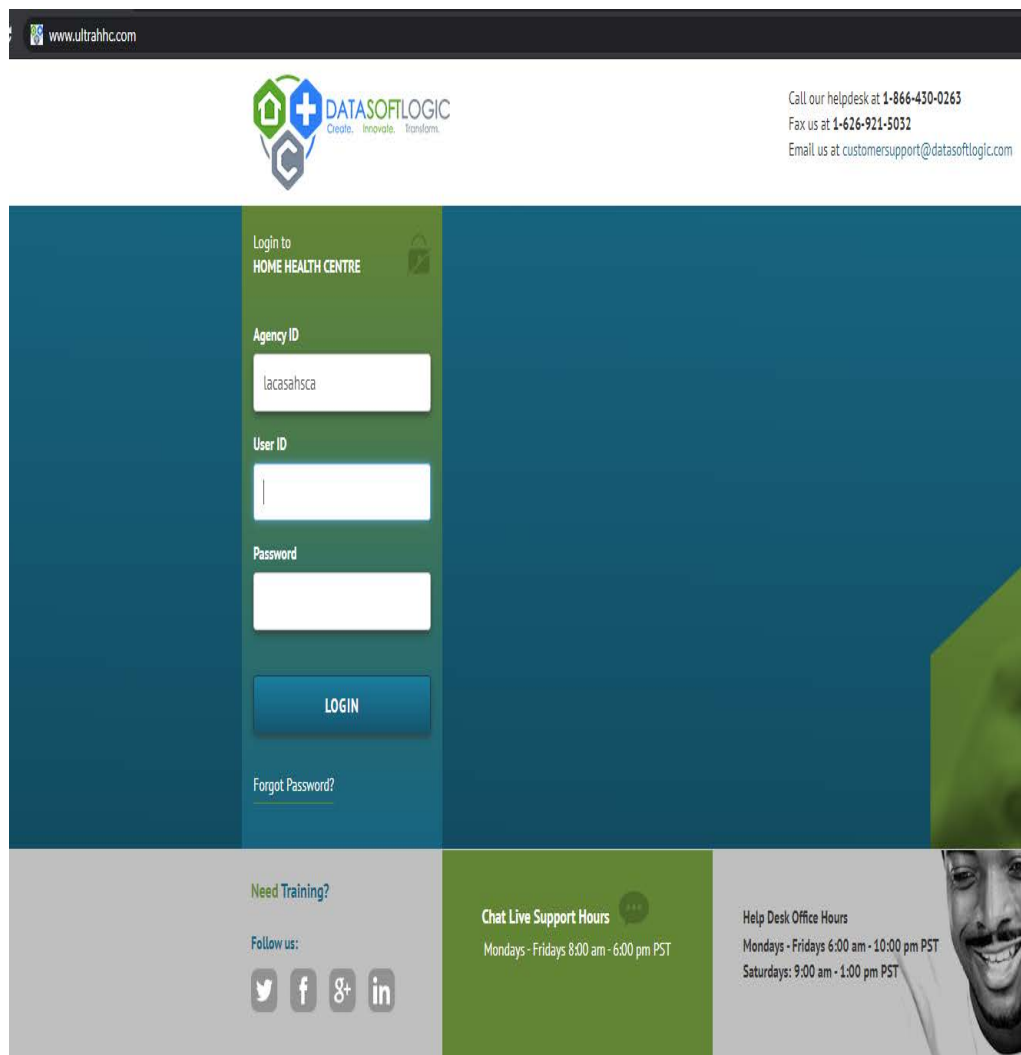# How to set-up E-Signature Pin Number

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.

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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.

Enter a 4 digit pin number

After entering your pin, click on set pin.

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.