

Certifying in AEIR & AQBCR – Process Overview

SEP

- Sign up for a [Secure Extranet Portal](#) account. (*Link corrected 3/24/2021!*)
- Immediate, automatic approval.

AEIR or
AQBCR

- Register for the applications you need (AEIR or AQBCR).
- Approval is granted by a person, *so it is not immediate*.

Manage E-
Sign

- In AEIR or AQBCR, click “Manage E-Sign” **if** you will certify (sign) submittals.
- Not going to sign submittals? You can enter data in AEIR & don’t need to do this step!

AEIR or
AQBCR

- Once you’ve configured your electronic signature, you can certify submittals in AEIR or AQBCR with no delay. (Don’t wait for your deadline! Click “Manage E-Sign” early!)

Manage E-Sign Process (New Users)

Manage E-Sign Button

- **If you will be signing submittals**, click the “Manage E-Sign” button to manage your electronic signature.
- You’ll go to CSI:NM, which is only used to set up initial signatures or update passwords and challenge questions.

Select Option

- Your SEP username will be populated automatically.
- Select New User Registration from the drop-down menu. Click Submit.

Find the email

- Email subject “[NMED E-Signature] Registration Request and Electronic Subscriber Agreement.”
- From no-reply@state.nm.us in the email you used for SEP – check your spam folder.

Read the Agreement

- The electronic signature ceremony in AEIR or AQBCR is equivalent to a wet-ink signature.
- You are required to keep this email.

Click link in email

- If you agree with the requirements, click the link in the email to return to CSI:NM to finish the process.

Manage E-Sign Process (New Users) continued

Verify Identity

- You get **one** chance to have your identify verified online & avoid the paper form. (Replaces need for a notary.)
- Enter *personal* information – NOT business information. Take your time. Read the instructions.
- Use Chrome, Firefox, Microsoft Edge, or Safari. Sorry, Internet Explorer is not working.

Password

- Select a password. You will enter this password when you certify a document in AEIR or AQBCR.
- You are required to protect this password.

Challenge Questions

- Select challenge questions and enter your answers (5 digit minimum, not case sensitive).
- You will answer a challenge question when you certify a document in AEIR or AQBCR.

Find the email

- Find the email with “[NMED E-Signature]” in the subject line from no-reply@state.nm.us.
- Passed ID verification = ready to certify in AEIR or AQBCR; Verification failed = you must submit the paper ESAA form linked in the email.

Manage E-Sign Process (Existing Users)

Manage E-Sign Button

- If you have certified in AEIR or AQBCR in previous years, you are an existing user.
- Clicking the “Manage E-Sign” button takes you to CSI:NM to manage your electronic signature settings.

Select Options

- Your SEP username will be populated automatically.
- Select the options to set up a new password and new challenge questions & answers.
- You have to do this because of our new system, sorry!

Find the email

- Go to the email you use for SEP and find the email with subject “[NMED E-Signature]” from no-reply@state.nm.us if directed to do so.
- Check your spam folder!

Alternative Certifying Process

SEP

- Sign up for a [Secure Extranet Portal](#) account. (*Link corrected 3/24/2021!*)
- Immediate, automatic approval.

AEIR or
AQBCR

- Register for the applications you need (AEIR or AQBCR).
- Approval is granted by a person, so it is not immediate.

Certify
Submittal

- If you attempt to certify an AEIR or AQBCR submittal, you will be redirected to CSI:NM if you have not previously Managed E-Sign.

Manage E-
Sign

- Go to the Manage E-Sign Process - If not verified online, paper form required.
- Don't wait for your deadline! Manage E-Sign early!