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.

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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.

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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!

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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!