How to Submit a New Family PACT Supplemental Application:

**Supported Provider Types**

A list of *supported* provider types can be found [here](#).

1. Open the PAVE webpage and login to open/create your PAVE Profile for the entity/provider applicant.
2. Select Accounts tab and scroll to the account you are wanting to enroll in Family PACT.
3. Hover over the ellipsis, click on Enroll in Family PACT or click Update, Add Family PACT, and start updates.
4. Enter the site certifier’s NPI. Click Continue.

5. Review the prepopulated information for accuracy and upload the required in-person orientation Proof of Participation Certificate, and the Family PACT Provider Agreement (DHCS 4469).
6. Enter the practitioner's NPI, verify their information, and if applicable, indicate the type of training the practitioner received in LARCs. If not trained in a Women's Health Specialty, upload the document certifying the practitioner is trained in LARCs. If not trained in LARCs, skip this step. Click Continue.
7. To add practitioners, click the Edit button and then click Add.

8. To edit a practitioner, click the pencil icon. To delete a practitioner, click the trash can icon.

9. Enter the Family PACT contact person’s information.

Contact Person Information for Family PACT

- First and Last name: Anthony Evans
- Title/Position: Manager
- Telephone number: (916) 630 0414
- Telephone number extension: 1234
- Email address: savero@email.com
10. Answer the Additional Information questions and upload any required documents.

11. Verify that the information is correct.
   Click Edit to make corrections.
   Click Sign and submit to continue.
12. Read and agree to the terms and declarations.

13. Enter the last four digits of the authorized signer’s SSN and their birth year. Click to sign.
14. If any section of the application is incomplete, PAVE will not allow submission.

15. The side column will indicate what sections of the application are incomplete. Make sure all sections are completed. Sign and submit.
16. Once the application has been successfully submitted, you will get a Rate Us pop up and a confirmation message in your PAVE inbox.

For more information, please visit the Medi-Cal PAVE website: https://www.dhcs.ca.gov/provgovpart/Pages/PAVE.aspx