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**Subject:** Important PCA Information regarding the transition to Tempus  
**Attachments:** Paperworkr Instructions.pdf

Dear PCA,

Beginning in 2022, the Executive Office of Health and Human Services has chosen to use a single FI, Tempus Unlimited, Inc. Because of this, there are several forms that will need to be signed. You are receiving this packet based upon information provided by your Consumer/Employer's FI that you are working as a PCA and have an email address on file. Due of this, you have the opportunity to sign the forms electronically.

To e-sign the forms, Tempus is using a software called Paperworkr. Soon, you will receive two emails from [no-reply@annkissam.com](mailto:reply@annkissam.com). The first stating that a Paperworkr account has been created for you and you will need to reset your password and a second stating a packet has been created and is ready for you to e-sign. It is important to reset your password first. Once that step has been completed, you can review and e-sign the forms that have been pre-filled with your data.

The following is a list of the forms and a brief description of their purpose:

**PCA Signature Form:** PCA Signature Form is used to verify the PCA understands the requirements of the PCA Program and to identify the PCA's relationship to the Consumer.

**Generic Direct Deposit Application:** PCA authorizes Tempus to direct Deposit funds into their checking or savings account using the account information used by their current FI.

Examples of these forms as well as previous transition communications can be found on our transition webpage, <https://tempusunlimited.org/ma-transition/>. Instructions to complete these steps are attached.

Please e-sign and submit these forms no later than October 8, 2021.

Tempus Transition Team



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