

SAN GABRIEL/POMONA REGIONAL CENTER

INSTRUCTIONS TO DOWNLOAD/FILL/EMAIL BUSINESS ASSOCIATE AGREEMENT

How to Fill/Save the form:

You are required to enter your agency/entity name on the first page of the agreement, and to initial each page of the agreement (on the bottom right corner of each page).

If you agree to the terms and conditions of the agreement, please click the check box and enter your Agency's name and any associated vendor numbers(s). Additionally, please enter your name as you would normally sign it, as well as your name and title, the date, and the full address of your agency.

All the fields are required.

Once you have read the agreement and completed the form below please click "Submit" button.

Executed in Pomona, California as of the date first written above.

- To confirm that you have read, understand, accept and agree to perform the obligations under this Agreement, click the box to indicate that you Agree and complete the information below.

"Subcontractor"/Agency Name:		
Vendor Number(s)		
Signature:		Date:
Name and Title:		

Print name and title of person signing this Agreement

After signing this document, please make a copy for your records.

Click on Submit to send via email.

Upon clicking the submit button, your default email client should open or you will be prompted to select an email client to use. Once you do see the email form, the address, subject, and BAA attachment should already be completed. At this point, all that is necessary is to press "Send" within your email client.

Alternative method: Save a copy of "Filled-Form" on your computer. Open your email client (Outlook/Goodle-Gmail/Yahoo or any other) and then attach the saved copy to a new email. Type commsrvs@sgprc.org in the "To:" field and click on Send to email the document.

Please contact commsrvs@sgprc.org if you have any questions, or need any assistance with emailing the form.