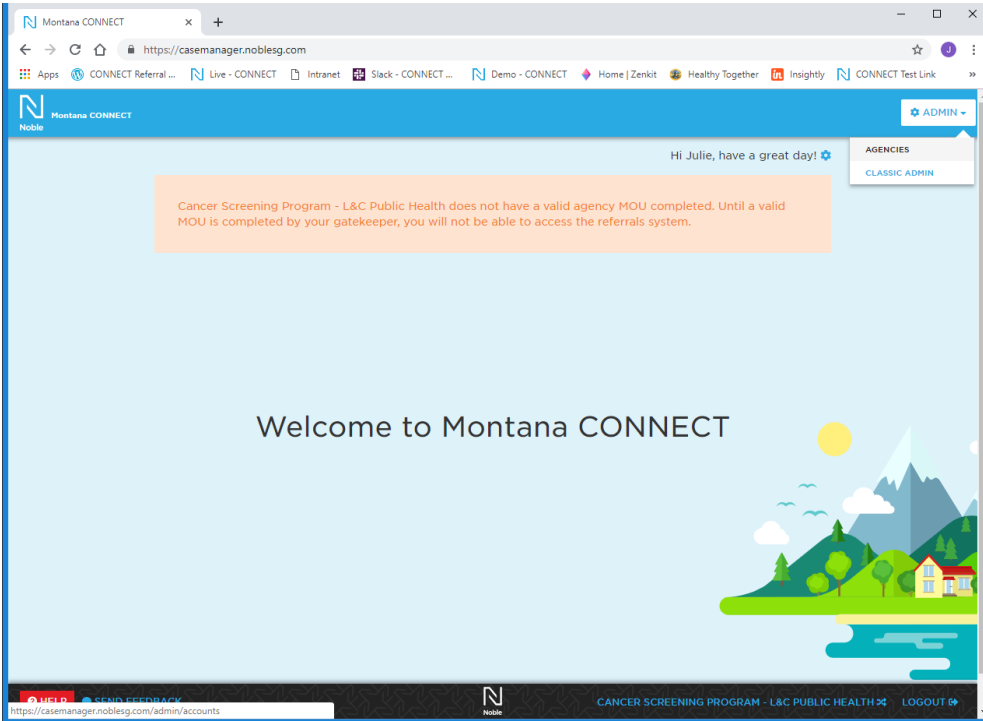
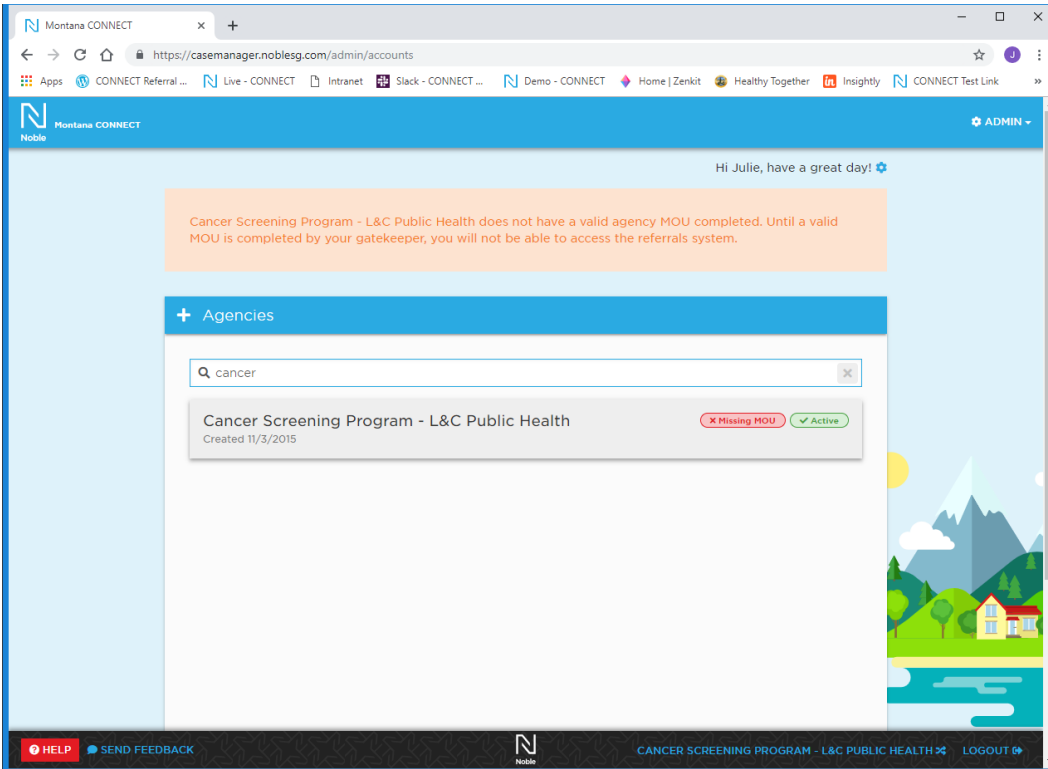


How To Sign Your Agency's MOU

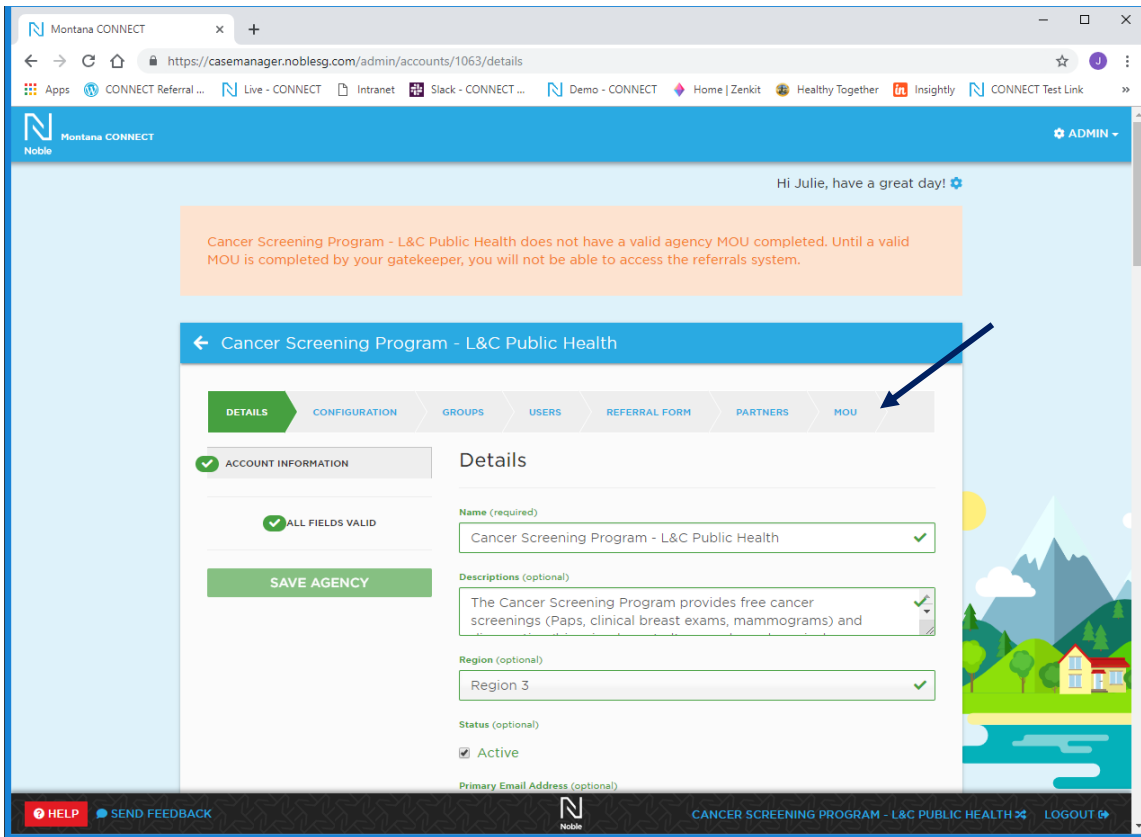
Once you log in, on the top right Admin menu, click Agencies.



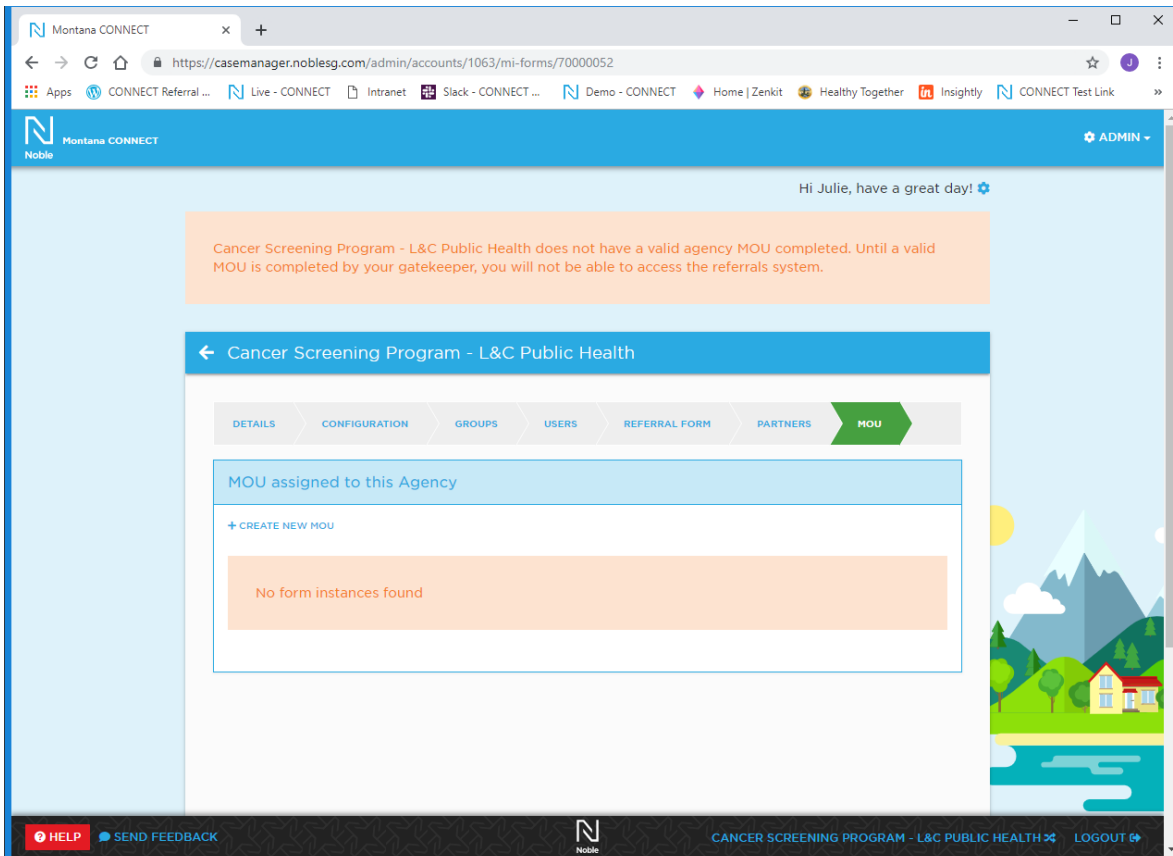
Click on your program. (If you are the gatekeeper for more than one program, you'll repeat this for each of your programs.)



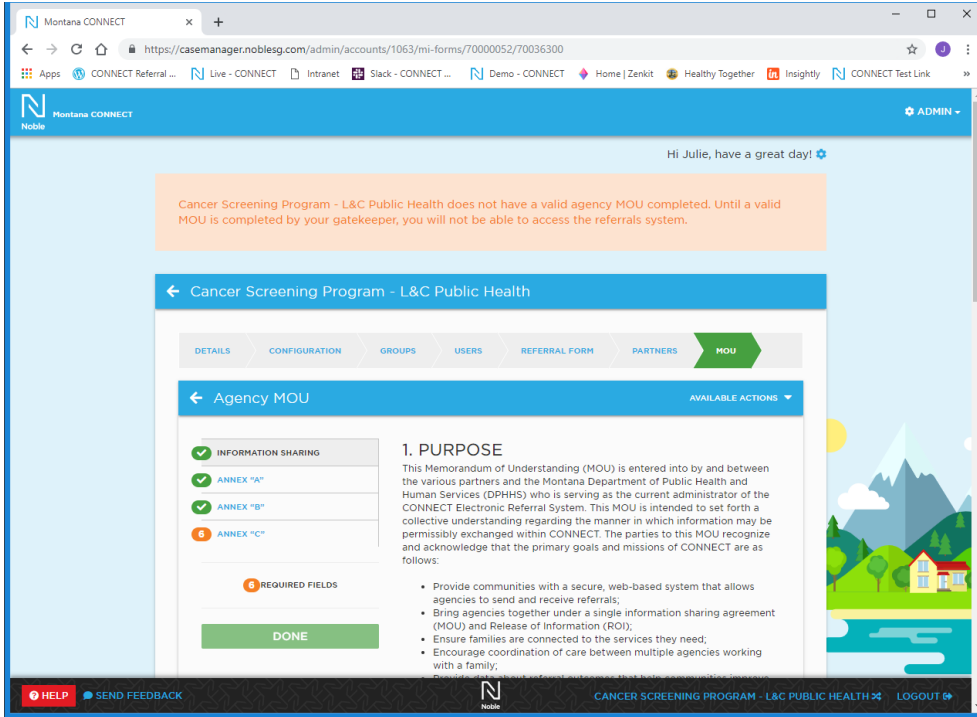
Click on MOU.



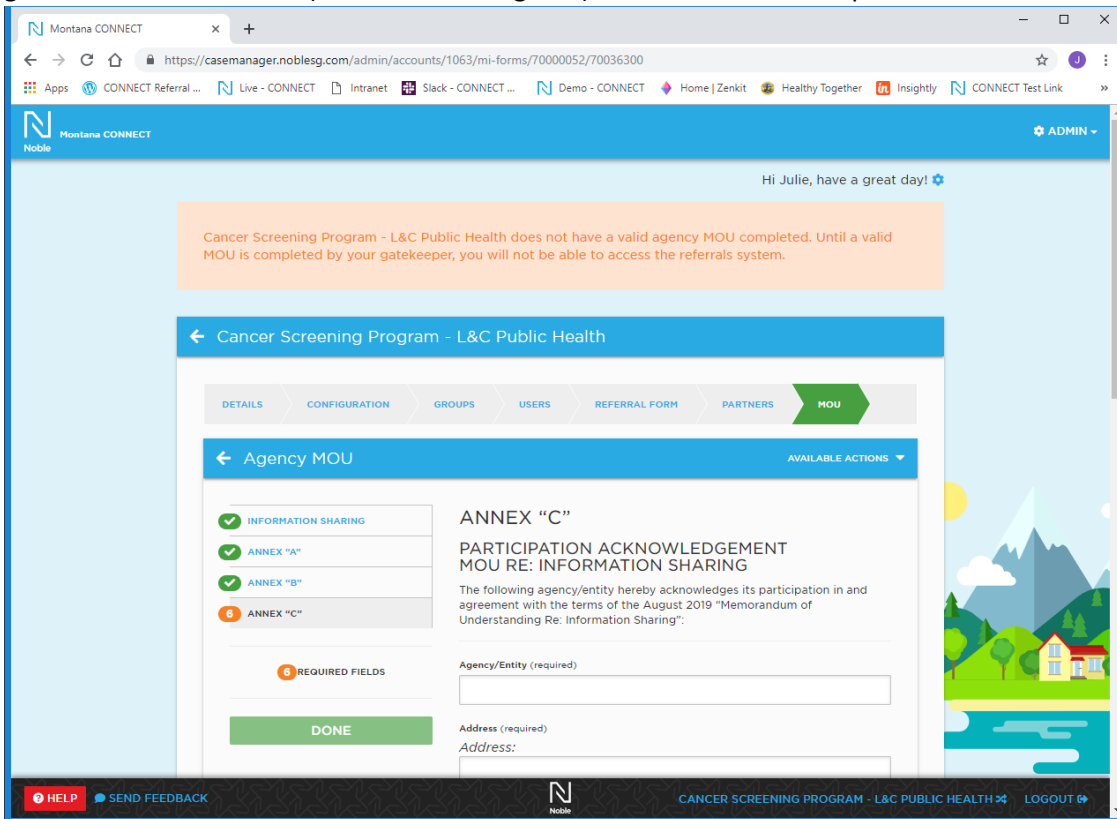
Click "+ Create New MOU"



Click through each page: Information Sharing, Annex A, Annex B. Annex B is a sample copy of the ROI and is not fillable, so all you need to do is click to Annex C.



At Annex C, type in your agency's name, address, phone number, email, your name, and title. In the Digital Signature, you can just type your initials, check the "Yes, I agree box." Once you click the box, the "DONE" button on the left in green will become active (it turns a darker green). Click "DONE" to complete the MOU.



Then, you'll be taken to this screen which lists your new MOU. To get back to the main screen from here, you can click on Montana CONNECT logo in the top left.

The screenshot shows a web browser window displaying the Montana CONNECT application. The browser's address bar shows the URL: <https://casemanager.noblesg.com/admin/accounts/1063/mi-forms/70000052>. The application header includes the Montana CONNECT logo, a search bar, and navigation links for ADD SUBJECT, ADMIN, and AGENCY. A personalized greeting "Hi Julie, have a great day!" is displayed. The main content area is titled "Cancer Screening Program - L&C Public Health" and features a breadcrumb trail: DETAILS > CONFIGURATION > GROUPS > USERS > REFERRAL FORM > PARTNERS > MOU. Below the breadcrumb trail, a section titled "MOU assigned to this Agency" contains a "+ CREATE NEW MOU" link and a table with the following data:

DATE SIGNED	NAME	TITLE
9/23/2019	Julie Bir	CONNECT Coordinator

The footer of the application includes a HELP button, a SEND FEEDBACK link, the Montana CONNECT logo, the text "CANCER SCREENING PROGRAM - L&C PUBLIC HEALTH", and a LOGOUT button. A decorative illustration of a mountain landscape with a house and a lake is visible on the right side of the page.