

Appointment of Authorized Agent Instructions

This form provides step by step instructions on how to fill out the Appointment of Authorized Agent Form that was submitted with this form. The Authorized Agent Form will allow you as a Mi Via Participant, to choose someone to be your Authorized Agent. Your Authorized Agent you chose will be able to talk to the companies about you and the Mi Via Program. Below are the steps on completing the form.

Page 1 of the form:

1. Enter the participant's name in the box labeled "Name of Participant".
2. Enter the participant's Date of Birth in the box labeled "Date of Birth".
3. Enter the last four (4) digits of the participant's Social Security Number in the box labeled "Last four (4) digits of the Participant's Social Security Number".
4. Enter the First and Last name of the Authorized agent in the box labeled "Name of Authorized Agent".
5. Enter the Authorized Agent's Date of Birth in the box labeled "Authorized Agent's Date of Birth".
6. Enter the Authorized Agent's Street Address in the box labeled "Authorized Agent's Street Address, City, State, and Zip Code."
7. Enter the Authorized Agent's Relationship to the participant and telephone number in the box labeled, "Relationship to the Participant, Telephone Number".
8. Enter the last four digits of the Authorized Agent's Social Security Number in the box labeled, "Last four (4) digits of Authorized Agent's Social Security Number".
9. The Authorized Agent must sign the box labeled, "I agree to be the Authorized Agent for this participant, Signature, Date".

Page 2 of the form:

1. The participant is to check off the boxes and initial next to the company that can release information to his/her Authorized Agent.
2. Sign and date the Form.