



Sign up Procedures

As a **currentcare** partner, RIQI asks that you follow the guidelines below to facilitate sign up of your employees through the **currentcare** sign-up form:

- As part of the sign-up process, please introduce your employees to **currentcare** and offer an overview of the service. If your employees are interested in **currentcare**, refer them to the many venues available for sign up, including: (1) the **currentcare** website (www.currentcareri.com), where they can access an online sign-up form; (2) the **currentcare** information line (1-888-858-4815), where staff will facilitate the sign up or explain more about the service; and (3) your in-house process, which allows sign ups through the **currentcare** brochure/authorization form.
- If your organization is sponsoring sign ups throughout the workplace, please distribute the **currentcare** brochure/authorization forms to employees. The following fields are required on the authorization form: name, street address, date of birth, gender, primary phone number, name of parent and/or guardian, if applicable, and signature of enrollee/guardian. Each enrollee must **choose one of the consent options and sign and date the form.**
- After checking to ensure that all required fields are complete, **your representative needs to verify the identity of the enrollee** (with a government issued ID) **and sign and date the form.** The completed **currentcare** brochure/authorization forms should then be placed in a secure location until they are transported to RIQI.
- RIQI will provide you with brochures/authorization forms. Please do not hesitate to contact – or refer potential enrollees to – the **currentcare** information line. The phone number (1-888-858-4815) is listed on the back of the **currentcare** brochure/authorization form. **currentcare** representatives are available Monday to Friday from 8:30 a.m. – 5:00 p.m.