

Instructions to Join the Club via DocuSign

Important: Before you begin you will need to review the network agreement document available on the WDA website. You will be asked to verify you have read it when you begin the onboarding process via DocuSign. Joining the network via DocuSign is secure and simple with most completing the process in ten minutes or less.

Visit the website: www.WDA.org/dental-savings-club

Or scan the QR code:



1. On the website click on the button:

JOIN ELECTRONICALLY

This will open the welcome page of DocuSign. After reading the network agreement and when you are ready to join click the button:

Click here to Begin →

2. The **Signature Page** will open – on this page you are confirming you have reviewed the network agreement and are ready to begin completing the form. Here you will enter your *name, email* and *title* then click **Next**.
3. The **Servicing Location** page will open - If this is your primary address you will be asked to enter the practice name as it appears on line 2 of your W9, your telephone and fax numbers, your email and additional locations if applicable, and then click **Next**.
4. The **WDA Provider Information** page will open – please enter the names of the WDA member providers, their NPIs and associated locations. Alternatively you may submit a roster of your dentists and locations to Daniel.De@WDAclub.com. Click **Next**.

5. The **W9** page will open. All fields are required. Select your tax classification and enter either your social security number or your tax identification number. Click **Next**.
6. The **Summary** page will open. Scroll down to review all the information you have entered to make sure it is accurate. If you need to make any changes at any time you can click the **Back** button to go back. When you are ready click the **Submit** button.
7. The following message will appear on the next screen: "You are almost done, please check your email to review and sign your documents". Check your email and be sure to check your spam folder, it is a good idea to move this email to your inbox to allow future emails from this sender. The email will come from the WDA Saving Club via DocuSign. Click on the **Review Document** button this will open the contract in DocuSign for you to sign.
8. Once the contact opens DocuSign please complete all the necessary information. Check the box to agree to use your electronic signature and click **Continue**.
9. By clicking on the **Start** button you will be brought to the signature field where you will be asked to adopt a signature.
10. Click on the **Sign** button this will open the Adopt Your Signature page. Choose a signature either one or two. This signature will then be used to sign all the boxes in the contract where a signature is needed. Click on Adopt and Sign. You will be automatically brought to each signature box and then you simply click "Sign" each time. Once all the signatures have been completed, click on the **Finish Button**. You will receive a Thank you message and you are all done!
11. You will be emailed a final, signed copy of your network agreement.

If you have any questions please email INFO@WDAclub.com