

INSTRUCTIONS FOR COMPLETING CHIA DATA REPORTER USER AGREEMENT

These Instructions provide step-by-step guidance for Data Reporters on how to properly complete the CHIA Data Reporter User Agreement. The Agreement consists of two parts: the Main Agreement (Pages 1–4) and Exhibit A – User Authorization Form (one form per user). Please read these Instructions carefully before completing any portion of the Agreement.

1. OVERVIEW

The CHIA Data Reporter User Agreement establishes the terms and conditions under which your organization and its authorized users may access CHIA's Web-Based Submission Platforms. Proper completion of all required fields and signatures is essential for timely processing of user access requests.

The Agreement requires the following components:

- a) Main Agreement (Pages 1–4): Completed and signed once per Data Reporter entity
- b) Exhibit A – User Authorization Form: Completed and signed separately for each individual user who will access CHIA's platforms, including the Agreement Administrator

2. PART 1: MAIN AGREEMENT (PAGES 1–4)

The Main Agreement must be completed by an authorized representative of the Data Reporter entity. The following sections require completion:

2.1 TOP OF PAGE 1: DATA REPORTER ENTITY INFORMATION

Fill in your organization's details in the fields at the top of the Agreement:

- (a) Data Reporter Entity: Enter your organization's full legal name as registered with the Commonwealth of Massachusetts or other applicable jurisdiction
- (b) Address: Enter the street address of your organization's principal place of business
- (c) City / State / Zip Code: Enter the complete mailing address information

2.2 PAGE 4: AUTHORIZED SIGNOR BLOCK

A person authorized to legally bind your organization must complete and sign this section. The Authorized Signor must have the legal authority to execute agreements on behalf of the Data Reporter entity.

Complete the following fields:

- (a) Authorized Signor: Provide the original signature of the person authorized to execute the Agreement on behalf of your organization

- (b) Name: Print the full legal name of the signer
- (c) Title: Enter the signer's official job title within the organization
- (d) Address / City / State / Zip Code: Enter the signer's complete business address
- (e) Email: Enter the signer's business email address
- (f) Phone Number: Enter the signer's business phone number

2.3 PAGE 4: AGREEMENT ADMINISTRATOR DESIGNATION

Identify the individual who will serve as the Agreement Administrator. This person will be responsible for managing user access to CHIA's platforms on behalf of your organization.

Complete the following fields:

- (a) Name: Enter the Agreement Administrator's full legal name
- (b) Title: Enter the Agreement Administrator's job title
- (c) Email: Enter the Agreement Administrator's email address
- (d) Phone Number: Enter the Agreement Administrator's phone number

Note: The Agreement Administrator must also complete a separate Exhibit A – User Authorization Form if they will access CHIA's Web-Based Submission Platforms.

3. PART 2: EXHIBIT A – USER AUTHORIZATION FORM

A separate User Authorization Form (Exhibit A) must be completed for each individual who will access CHIA's Web-Based Submission Platforms. This includes the Agreement Administrator if they will have platform access.

Each Exhibit A form requires completion of the following sections:

3.1 PAGE 1 OF EXHIBIT A: USER INFORMATION

Fill in the individual user's details in the designated fields:

- (a) Name: Enter the user's full legal name
- (b) Title: Enter the user's job title within the organization
- (c) Address / City / State / Zip Code: Enter the user's complete business address
- (d) Email: Enter the user's business email address (this will be used for platform access credentials)
- (e) Phone Number: Enter the user's business phone number

3.2 PAGES 1–2 OF EXHIBIT A: SUBMISSION ACCESS CHECKBOXES

Check only the specific submissions that the user will submit or have access to. Do not check boxes for submissions that are not applicable to the user's responsibilities.

3.3 PAGE 2 OF EXHIBIT A: USER SIGNATURE

The individual user must sign this section to certify that they have read the CHIA Data Reporter User Agreement and agree to be bound by its terms and conditions.

- (a) User Signature: The individual user must provide their original signature in the designated signature block

3.4 PAGE 3 OF EXHIBIT A: DATA REPORTER SIGNATURE

An authorized representative of your organization must sign this section to certify that the user identified in the form is authorized to access CHIA's systems on behalf of the Data Reporter entity.

- (a) Authorized Signor: An authorized representative of the Data Reporter must provide their original signature in the designated signature block

This signature confirms that the Data Reporter entity authorizes the named user to access CHIA's platforms and assumes responsibility for the user's compliance with the Agreement.

3.5 PAGE 3 OF EXHIBIT A: CHIA USE ONLY

The following fields are reserved for CHIA's internal use and will be completed by CHIA after processing. Leave these fields blank:

4. SIGNATURE SUMMARY

The following table summarizes all required signatures:

- (a) Main Agreement, Page 4 (Authorized Signor Block): Signed by an authorized representative of the Data Reporter entity – Required once per Agreement
- (b) Exhibit A, Page 2 (User Section): Signed by each individual user – Required once per user
- (c) Exhibit A, Page 3 (Data Reporter Section): Signed by an authorized representative of the Data Reporter entity – Required once per user form

Total Signatures Required: One (1) signature on the Main Agreement, plus two (2) signatures per user (the user's own signature and the Data Reporter's authorized signor signature on each Exhibit A form).

5. SUBMISSION AND PROCESSING

After completing all required sections and obtaining all necessary signatures, follow these procedures:

- (a) Retain the original signed documents for your organization's records
- (b) Submit copies of all completed and signed documents to CHIA
- (c) Await confirmation of processing from CHIA before users attempt to access platforms

Important: Users will not receive platform access until CHIA has received and processed the signed User Authorization Form (Exhibit A) for that user. Processing times may vary.

6. CONTACT INFORMATION

For questions regarding the completion of the CHIA Data Reporter User Agreement, or for assistance with the submission process, contact CHIA at:

Email: Data@chiamass.gov

Please include your organization's name and a detailed description of your inquiry in all correspondence.