County of Los Angeles
Department of Public Social Services
Contract Development Division

# 2024 Medi-Cal Privacy and Security Awareness Agreement
## User Guide for Contractors

**After Accessing the 2024 PSA Link:**

1. Scroll down to the section labeled "Acknowledgment Form."
2. Click the link to open the acknowledgment form. The form will either open in a new tab or download automatically, depending on your browser settings.
3. Electronically Signing the Acknowledgment Form

**To Electronically Sign the Acknowledgment Form:**

1. Once the form is open, click on the signature field at the bottom of the form.
2. A pop-up window may appear allowing you to create an electronic signature. Follow the instructions to generate your signature.
3. Review the form to ensure all information is correct.
4. Save the electronically signed form to your computer.

**Downloading and Wet Signing the Acknowledgment Form**

If you prefer to provide a wet signature:

1. Download the acknowledgment form by saving on the save icon in your browser or file viewer.
2. Print the form.
3. Sign the form manually with a pen (wet signature).
4. Scan the signed form back to your computer or take a clear picture of the entire

form.

## Submitting the Signed Acknowledgment Form

After signing the acknowledgment form (either electronically or with a wet signature), submit the form as follows:

- By Email: Attach the signed acknowledgment form and send it to the following email address:

  psamailbox@dpss.lacounty.gov

- By Mail: If you prefer to mail the signed acknowledgment form, send it to the following address:

  *Department of Public Social Services*
  *ATTN: Nina Brown*
  *12900 Crossroads Pkwy. South*
  *City of Industry, CA 91746*