

## How to Complete the Executed Agreements Template

Read the [guidance](#) we issued around applicants, participants and agreements.

Use the [Executed Agreement Template](#) to list the ACO Participants you have executed ACO Participation agreements with.

Column A: Enter the 9-digit TIN that appears on the ACO Participant List

Column B: Enter the ACO Participant's Legal Business Name

Column C: Enter the name of the person who signed the ACO Participation Agreement as it appears on the signature page

Save it to a PDF with the filenames: Axxxx\_ExecutedAgreementTemplate.mmddyy.pdf

Submit an individual PDF for each of the signed ACO Participation Agreement for every ACO Participant entered on your ACO Participant List. You do not need to send the entire agreement in PDF; the first page and the signature page will suffice.

Save each of them separately. Use the filename

Axxxx\_**[InsertACOParticipantLegalNameHere]**.mmddyy.pdf

Compress the template and ACO Participation Agreement PDFs together with the other files for Section 9 and upload to HPMS. Use the ACO Module User Guide in HPMS for help with uploading.