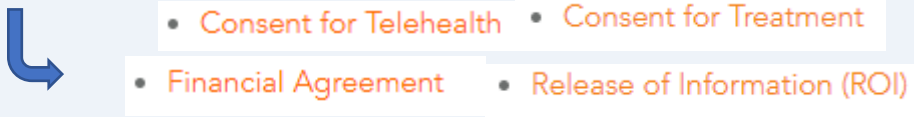
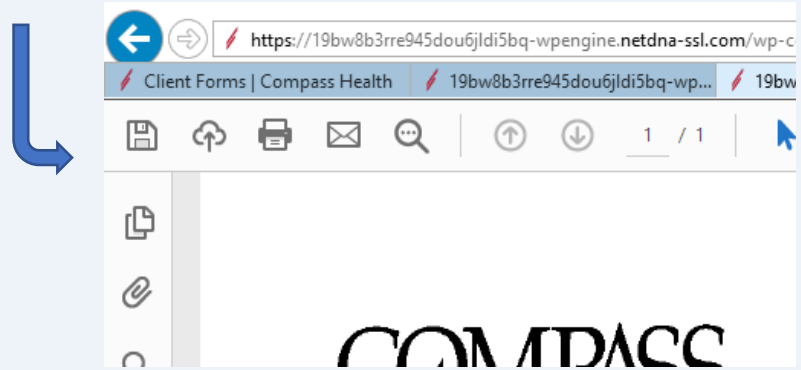


Tip Sheet – Sign & Submit Forms

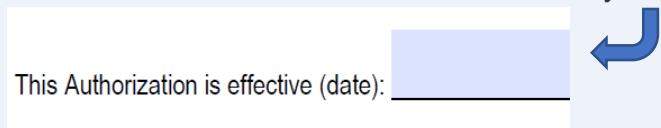
Step 1 – Select the document - Click the name of the document you would like to sign



Step 2 – Download the form – click the save icon in the upper left-hand corner to save a copy of the form to your computer.

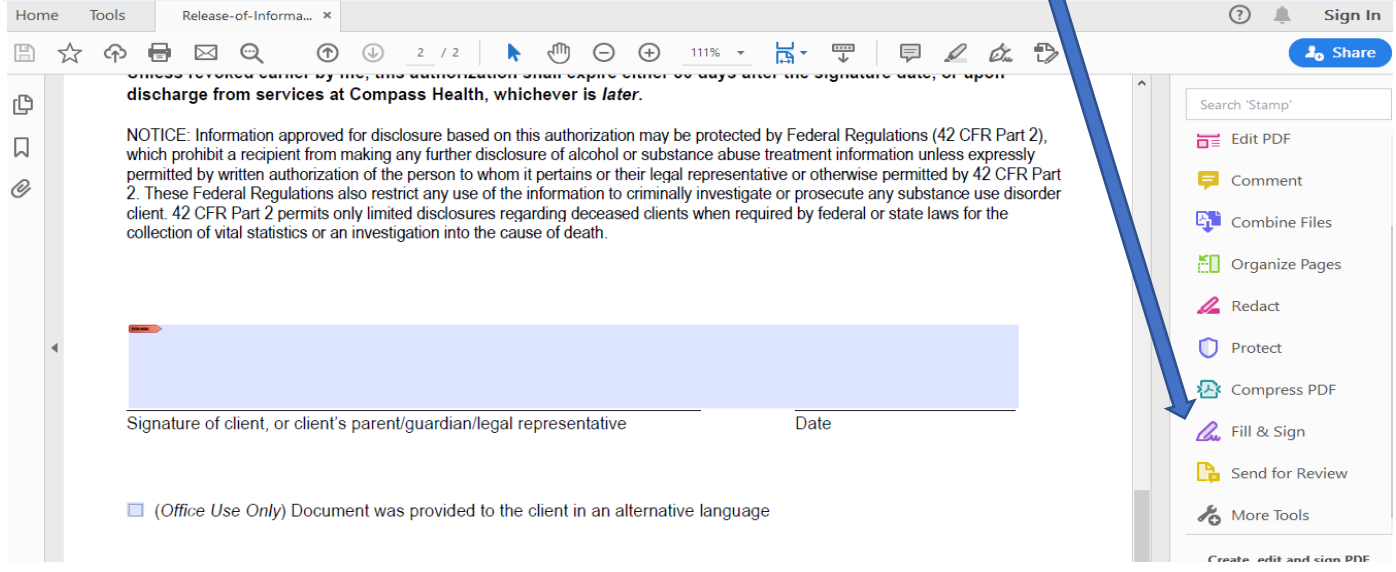


Fill in the Form – Open the saved form and fill in the form by clicking the desired text boxes.



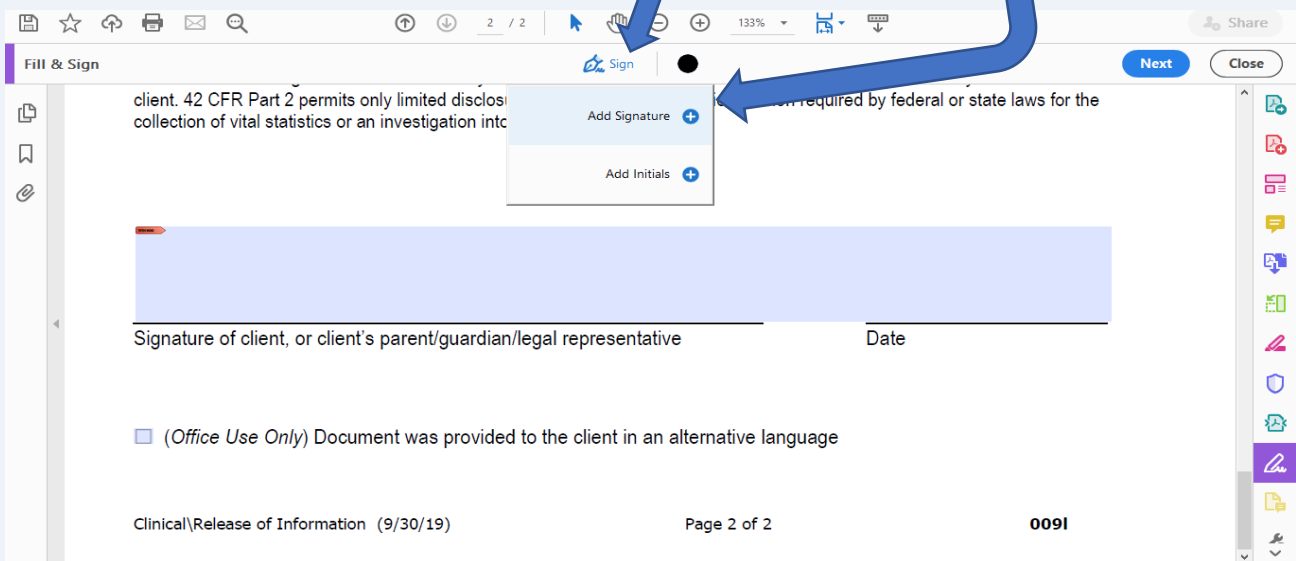
Step 3 – Apply your signature –

The easiest way is to use the fill and sign feature. To do this first click the “Fill & Sign” tool in the right pane.



Tip Sheet – Sign & Submit Forms

Signatures can then be applied by clicking the **'Sign'** icon and the **'Add Signature'** option.

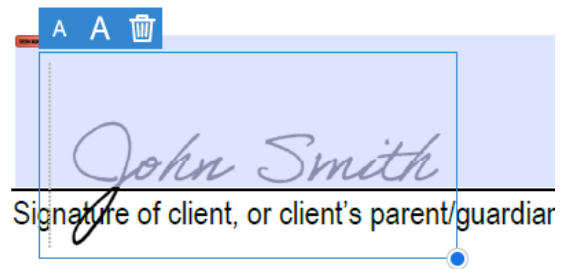


Select **'Apply'** and then add the signature to the document.



After selecting **'Apply'** move your mouse to the location where you'd like to place your signature and click once to place your signature. To reposition the signature, click and drag the left-edge of the bounding box.

To change the size of the signature, click and drag the handle on the bottom-right of the bounding box, or click one of the A icons in the blue context menu.

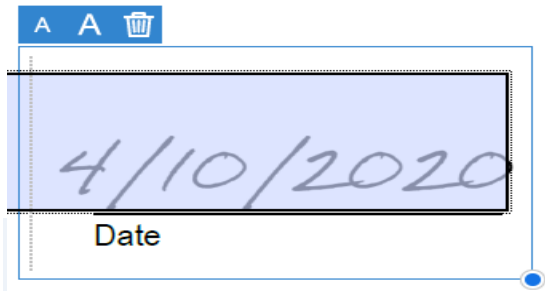
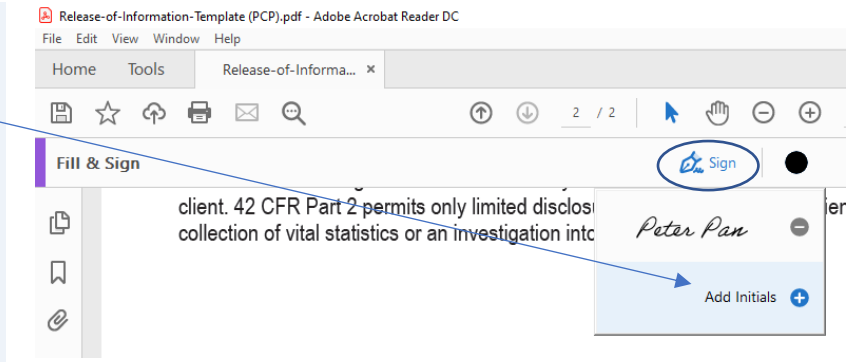


Note: When you save a form with a signature or initials, you will no longer be able to edit the existing form fields.

Tip Sheet – Sign & Submit Forms

To add the date to your signature, click on the sign icon and select **'Add initials'**.

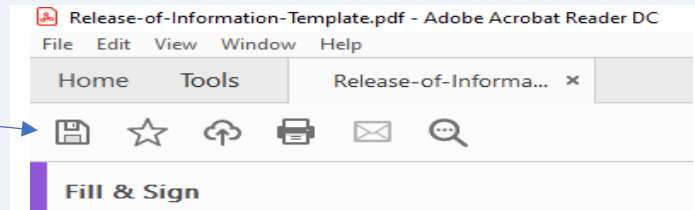
Type in the date and place the date in the same way that you placed the signature by clicking the apply button.



Just like the signature, to change the size of the date, click on the blue circle at the bottom right, or click one of the A icons in the blue context menu.

When finished, click the **'Save'** icon located in the top left-hand corner of the screen.

- Please save the file as a PDF



Step 4 – Submitting the Forms

Go back to the Compass Health Client Forms website. To submit the form either click the **'Select Files'** button to select the file you'd like to upload or drag and drop the file into the screen and then click the **'Submit'** button to finish.

