Tip Sheet – Sign & Submit Forms- IOS

- Mobile devices can be used to sign and submit forms – To do so you must download the Adobe Acrobat Reader app
- The app can be downloaded for free from the App Store

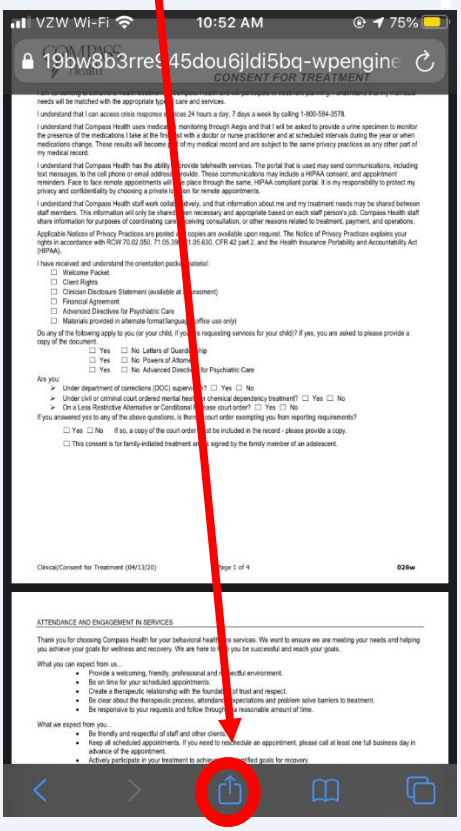
Step 1 – Select the Form –

Click the name of the Form you would like to complete and sign on the website.

- Consent for Telehealth
- Consent for Treatment
- Financial Agreement
- Release of Information (ROI)

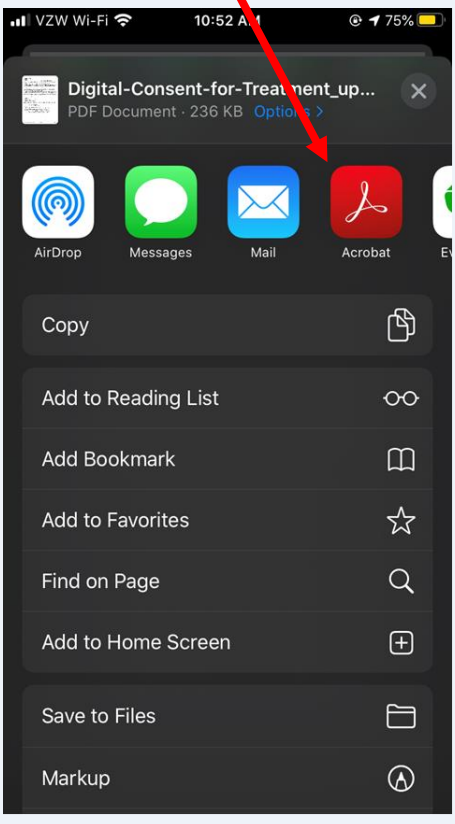
Step 2 – Download the Form

Select the icon in the middle at the bottom of the screen.



Step 3 – Open the Form

Open the form in the Adobe Acrobat App



Step 4 – Select Fill & Sign

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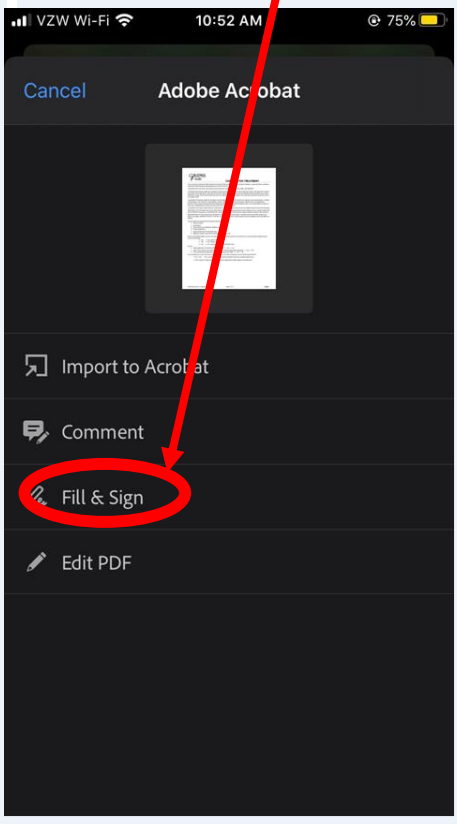

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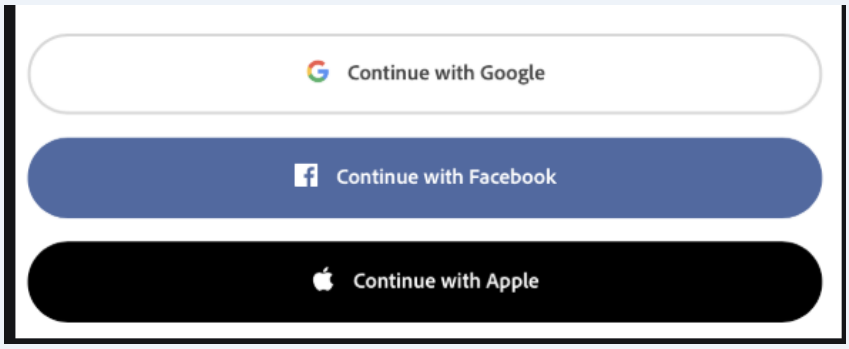
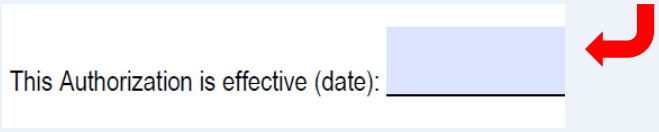
You may encounter a pop-up screen: It will ask you to sign in using either Google, Facebook, or Apple. Instead click the X icon in the upper right-hand corner to bypass this popup

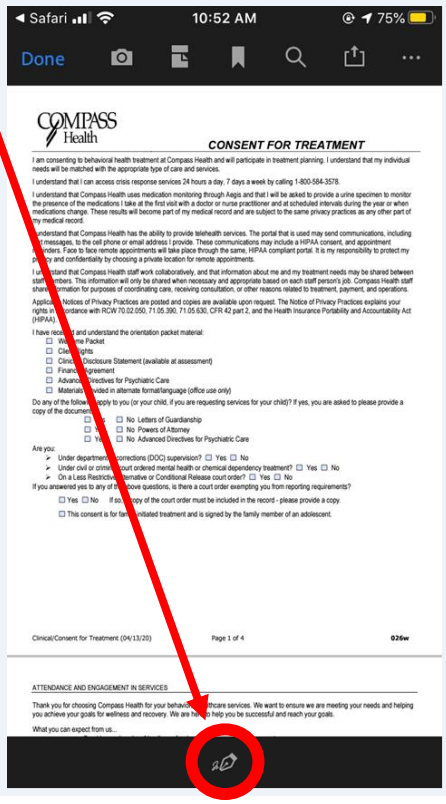


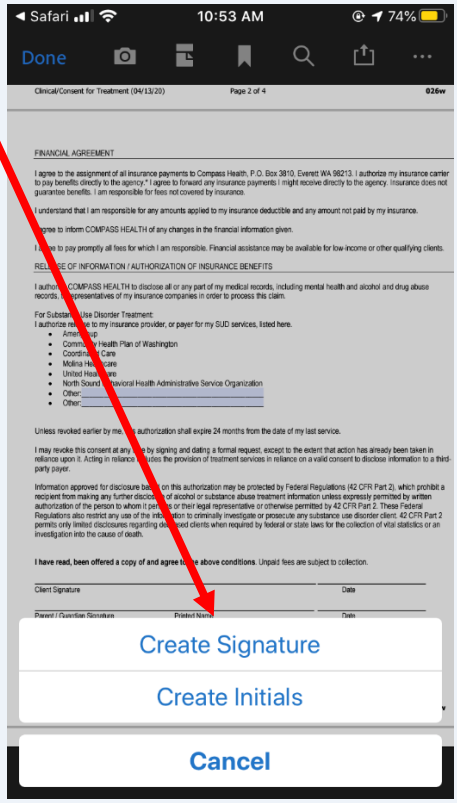
Step 5 - Fill in the Form - Fill in the form by clicking the check boxes and the blue text boxes.



Step 6 – Apply your signature –

After you have completed the form and you are ready to sign it select the icon in the middle of the bottom of the screen. Then select “Create Signature”

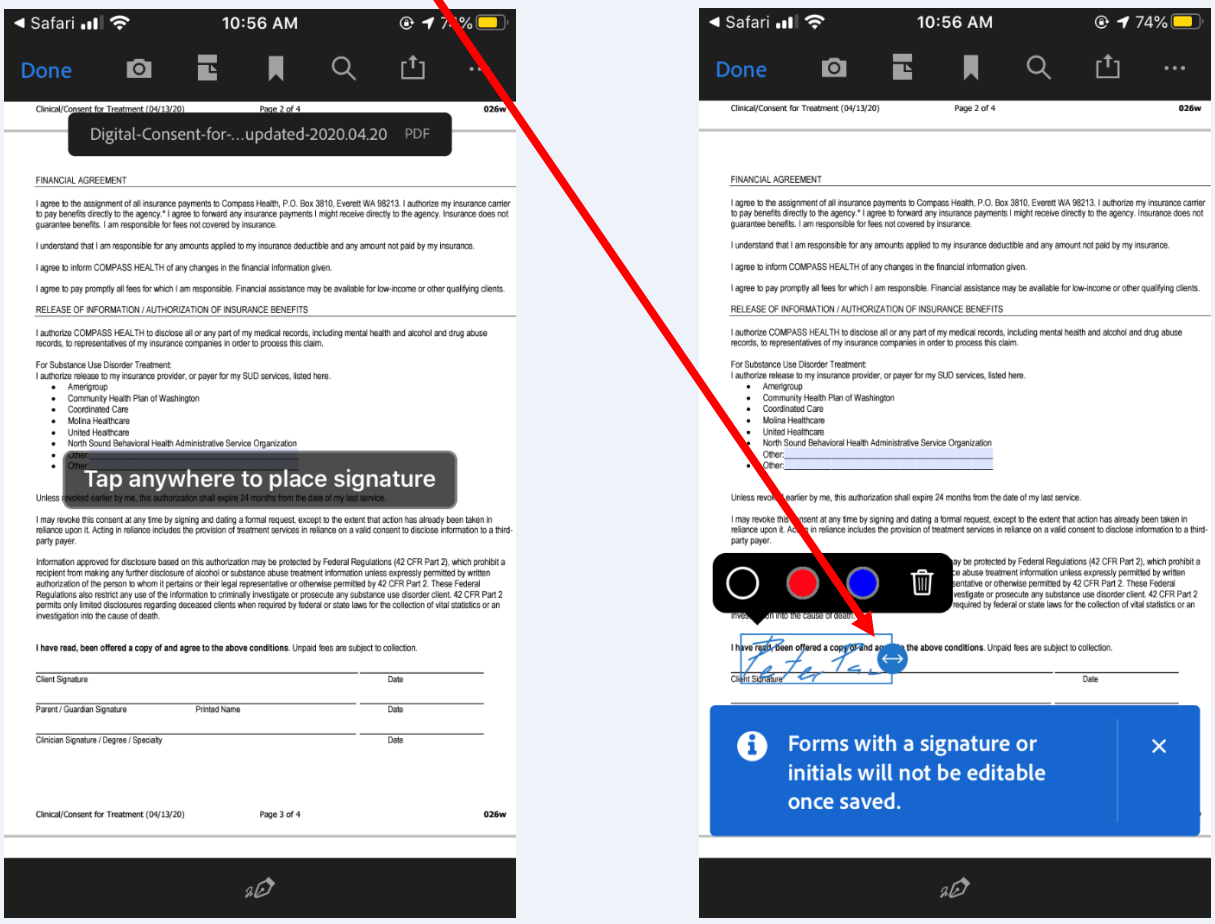




Tip Sheet – Sign & Submit Forms- IOS

Draw your signature on the screen. Tap ‘Clear’ on the bottom right-hand corner to erase any mistakes. When satisfied with the result select ‘Done’ in the upper right-hand corner.

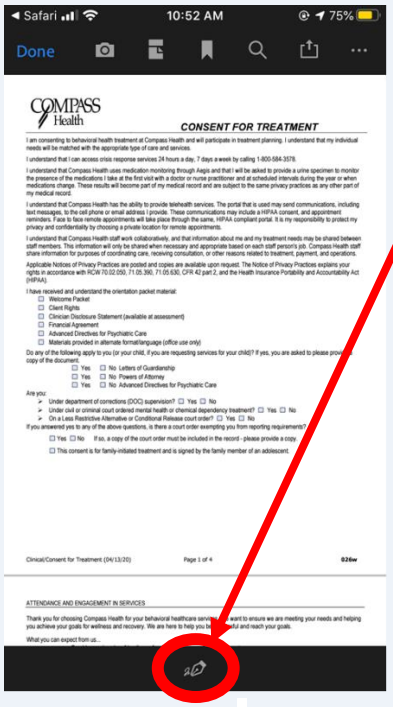
Tap the form to place the signature on the signature line. You can change the size of your signature by moving the blue icon.

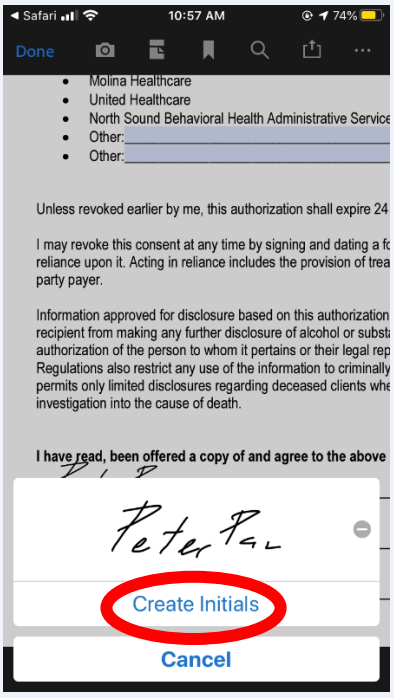


Note: When you save a form with a signature or initials, you will no longer be able to edit the form.

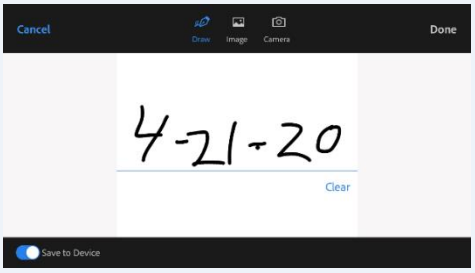
Tip Sheet – Sign & Submit Forms- IOS

Step 7 – Add the Date - To add the date to your signature, click on the sign icon and select create initials.

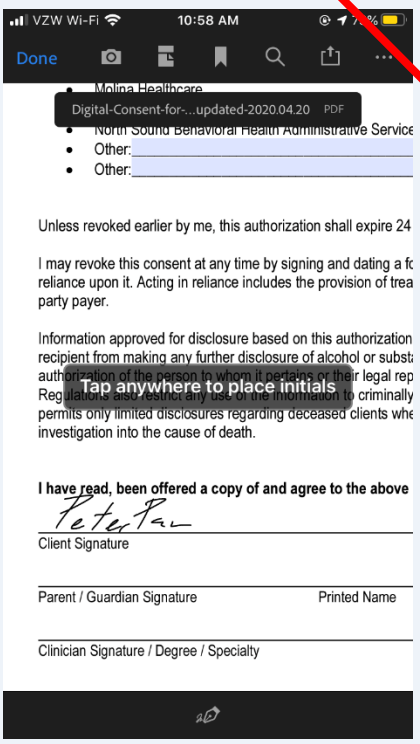




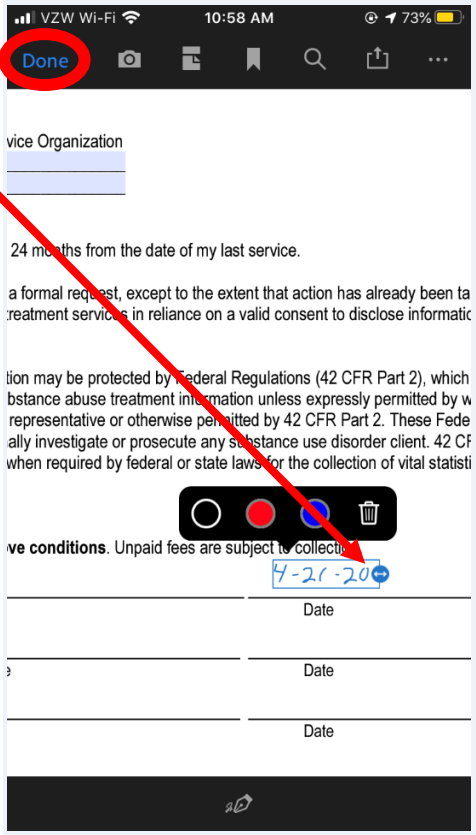
Draw the date and select done. Place the date in the same way that you placed the signature by tapping on the date line.



Change the size of the date by moving the blue icon on the right side of the date.



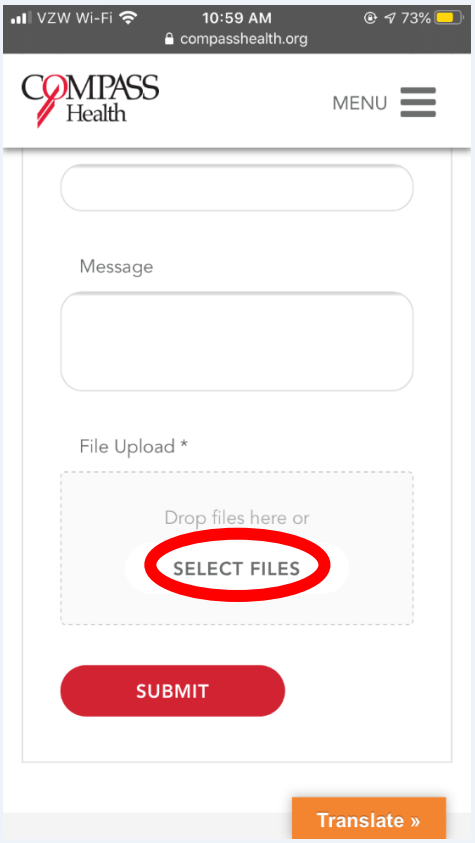
Click 'Done' to save the form.



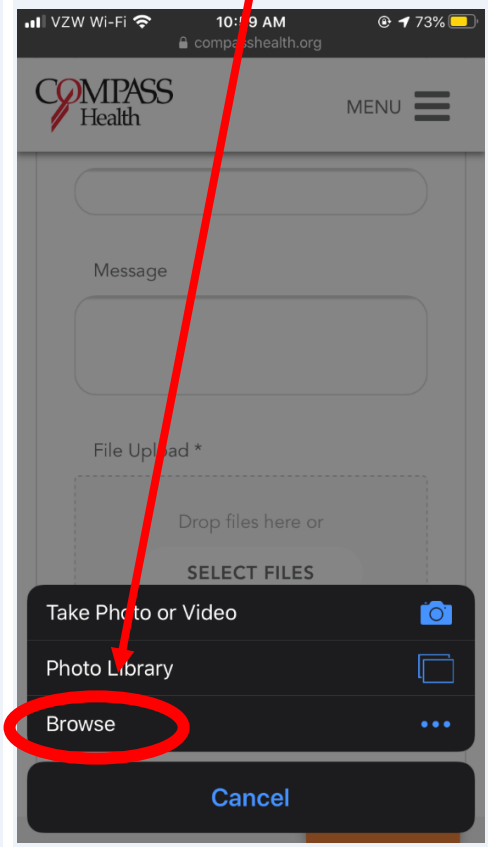
Tip Sheet – Sign & Submit Forms- IOS

Step 8 – Submitting the Forms

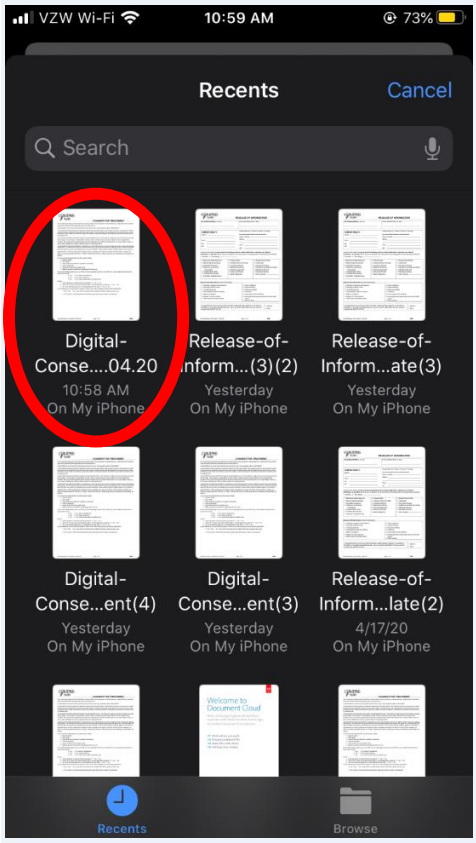
Go back to the Compass Health Client Forms website click ‘Select Files’



Select the Browse option.



Click the first option on the top left corner of the recent documents.



After the Form attaches click the submit button to finish.