

How to open and fill out forms from <https://cpwcenter.com/forms>

Adobe Reader is required to properly use electronic signatures. It can be downloaded for free from <https://get.adobe.com/reader> Install Adobe Reader if you do not already have it.

Find the form that needs to be filled out on the website.

Click the file link to download it.

The file will be downloaded to your computer.

Make sure you open the file using adobe reader and not your internet browser.

To open form with Adobe Reader

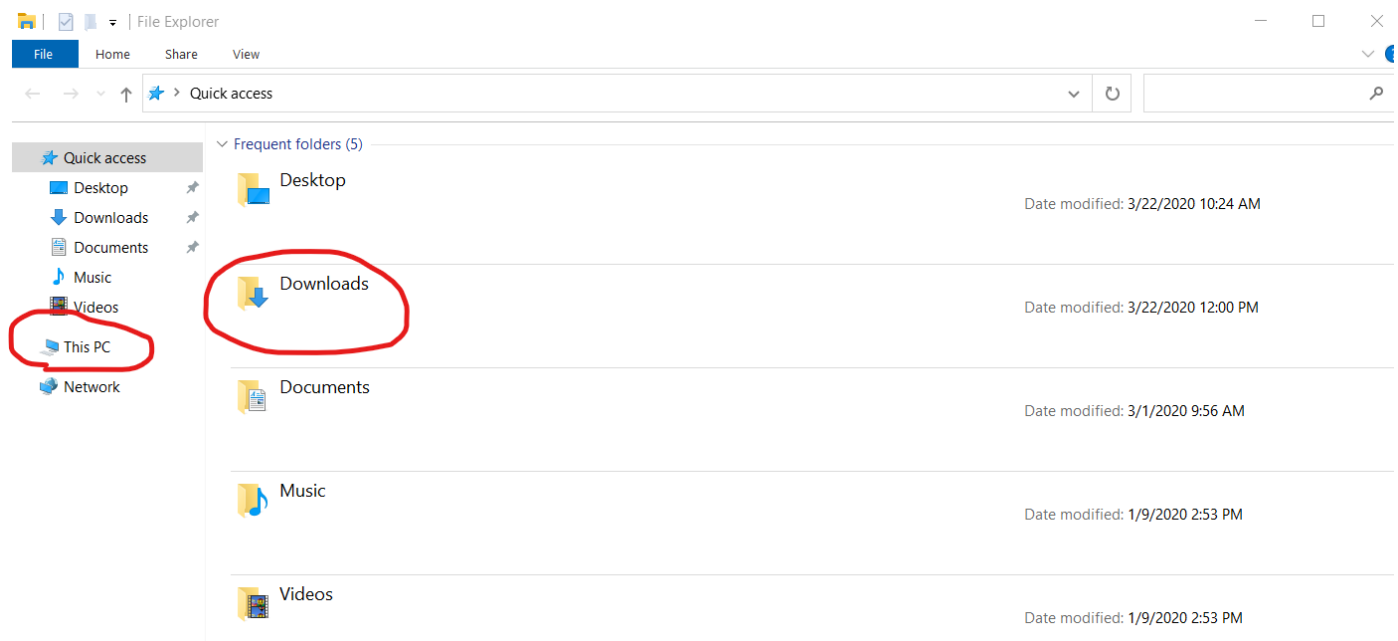
(For Windows Users)

Find the download folder

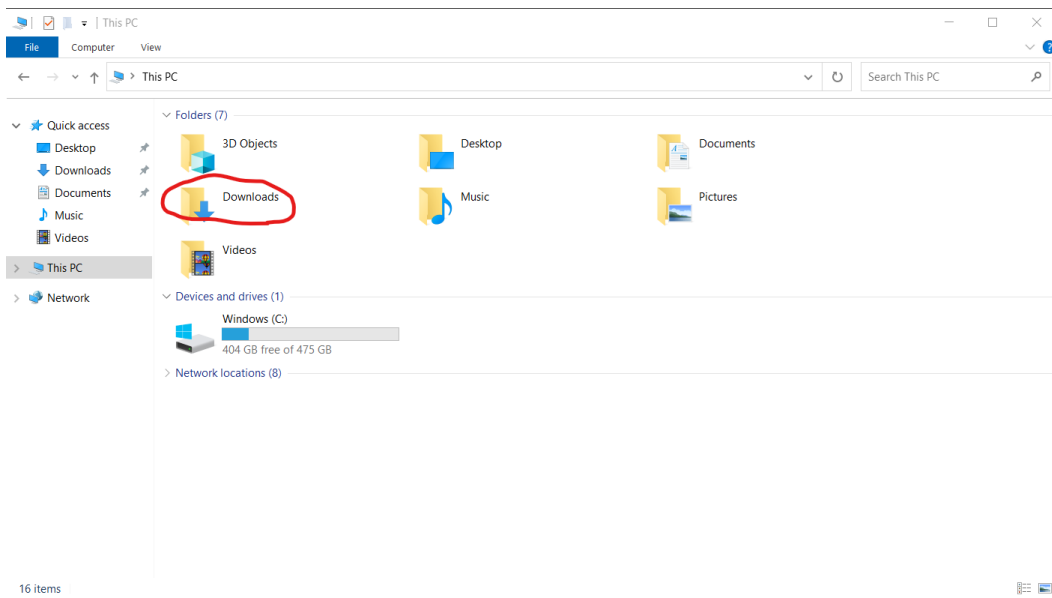
Located in File Explorer



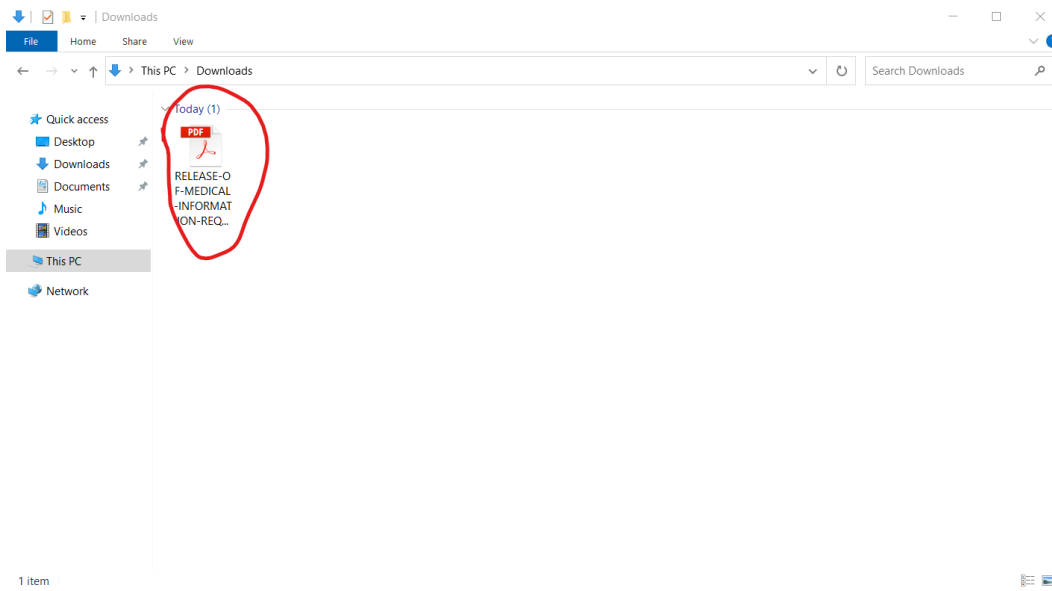
If Downloads is in your quick access it will show up if not click This PC



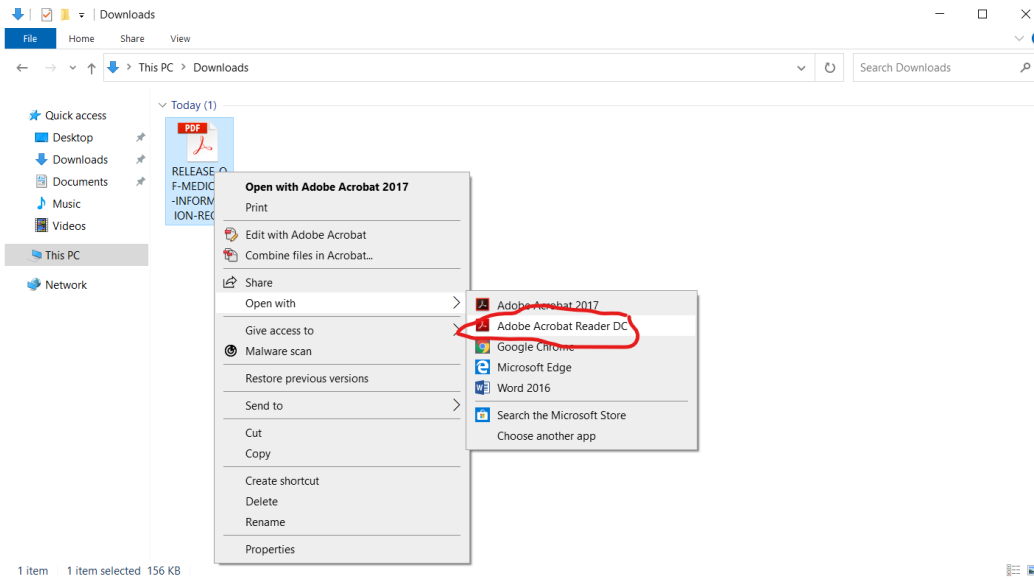
Then Click Downloads



Locate the form you just downloaded



Right Click on the file. Hover over the Open with > Section of the menu and click Adobe Reader DC

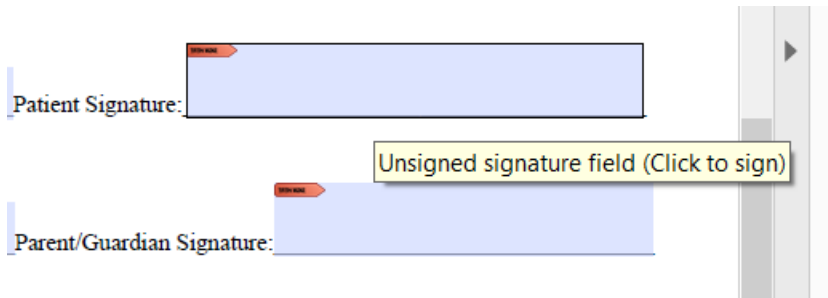


Once open in Adobe Reader fill out all applicable parts of the form.

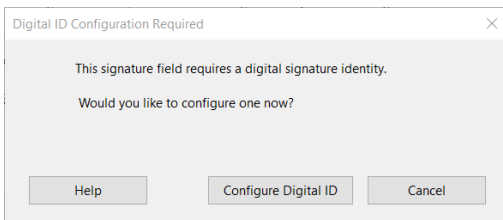
To Electronically Sign the form Find a section where a signature is required.



Hover your mouse of the box it will look like this.



Click on the signature and a new window will Pop Up



Click Configure Digital ID a new window will open

**Configure a Digital ID for signing** ✕

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

**Select the type of Digital ID:**

- Use a Signature Creation Device**  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

? Cancel Continue

Select Create a new Digital ID then click Continue

**Select the destination of the new Digital ID** ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

Select Save to File then click Continue

**Create a self-signed Digital ID** ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Patients Name"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="patientsemail@emailprovider.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

Fill in Name and Email then click Continue

### Save the self-signed Digital ID to a file ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :


**Apply a password to protect the Digital ID:**

**Confirm the password:**

Click Browse and navigate to a place where you will be able to find this file for future use. Enter a password and confirmation password. Click Save

### Sign with a Digital ID ✕

Choose the Digital ID that you want to use for signing:

 **Patient Name** (Digital ID file)  
Issued by: Patient Name, Expires: 2025.04.04 [View Details](#)

Make sure you select the Signature you just created. Click Continue.

Sign as "Patients Name" ×

Appearance  Create

**Patients Name** Digitally signed  
by Patients Name  
Date: 2020.04.04  
11:40:44 -04'00'

[View Certificate Details](#)

Review document content that may affect signing Review

---

Back Sign

Enter the password you just created. Click Sign.

Save As ×

← → ↕ ↑ « Windows (C:) > Users > 523 > Downloads ↻  🔍

Organize ▾ New folder 📁 ?

Name	Date modified	Type	Size
Today (1)			
RELEASE-OF-MEDICAL-INFORMATION-R...	4/4/2020 11:18 AM	Adobe Acrobat D...	157

File name:  ▾

Save as type:  ▾

^ Hide Folders Save Cancel

A window will pop up and ask you to save Click Save. You May get a warning that the file already exists you can replace it because it should be the blank form that you downloaded.

If there is multiple signatures required follow the above steps to complete the rest of the signatures.

If you have a Default Mail Application Setup (ie Outlook or Microsoft Mail App) Click Submit form. Then Click continue. It will generate a new email to [comppsywellness@aol.com](mailto:comppsywellness@aol.com) with a completed copy of your form attached.

is ok to send text message, leave a message on voicemail, and/or leave a message with the person answering.

icate E-mail address)

is ok to send e-mails to this address.

**Please only select one** **n calls.**

Home Phone Number  Work Phone

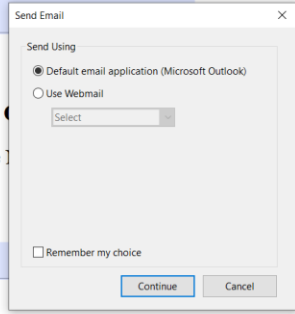
Text  Voice Call

Name (Printed):

Cardian Name (Print) Parent/Guardian Signature:

**Submit Form**

**Reset Form**



Digitally signed by Patients Name  
Date: 2020.04.04 11:44:13 -0400

If you do not have a mail application setup for your email, you will need to save the file and go to your email providers web page and create an email and manually attach the file and email it to [comppsywellness@aol.com](mailto:comppsywellness@aol.com)

(For Apple users)

The procedure is very similar you will still right click or secondary click on the file in downloads folder found in Finder

