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.

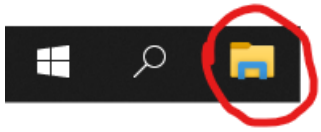
Make sure you open the file using adobe reader and not your internet browser.

To open form with Adobe Reader

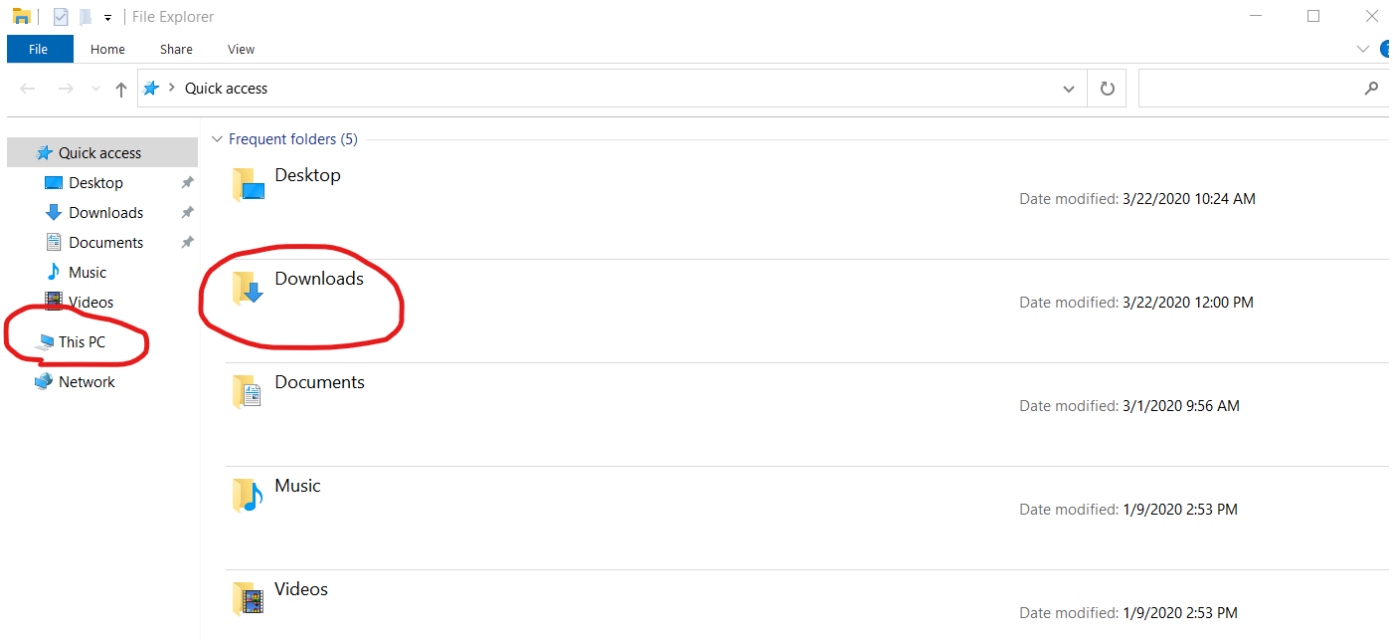
(For Windows Users)

Find the download folder

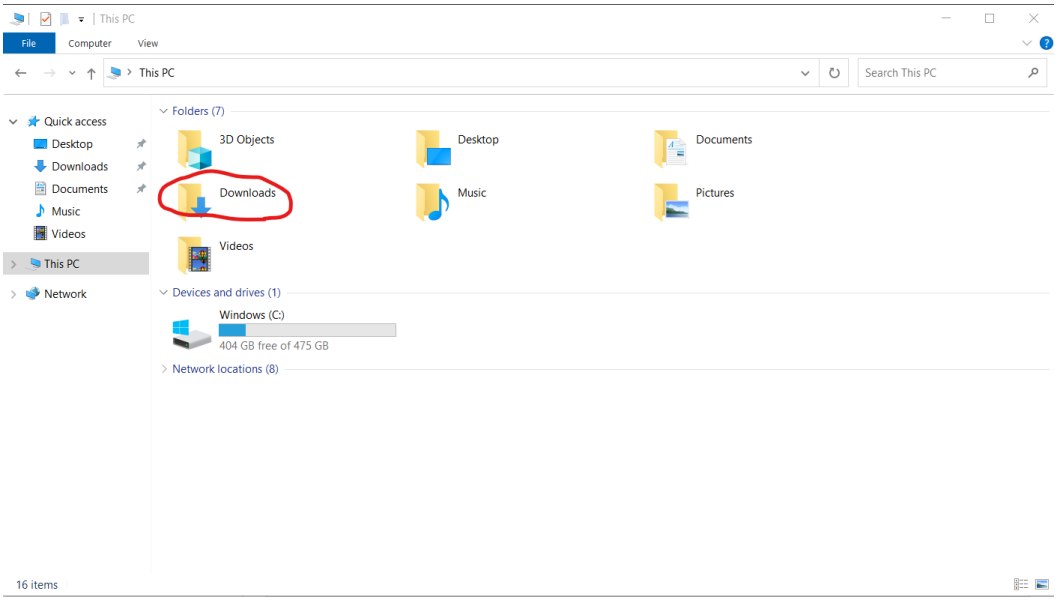
Located in File Explorer



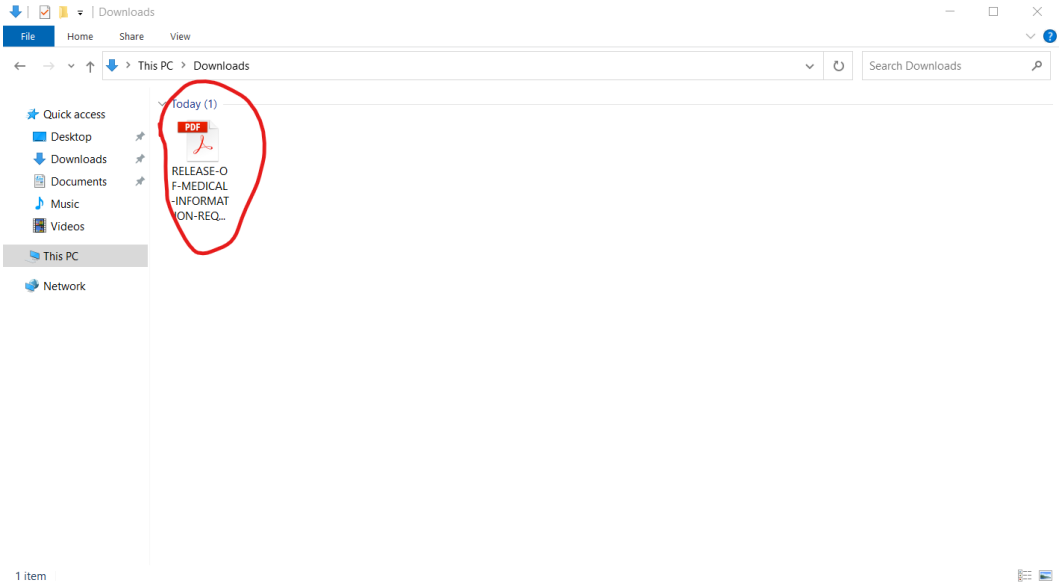
If Downloads is in your quick access it will show up if not click This PC



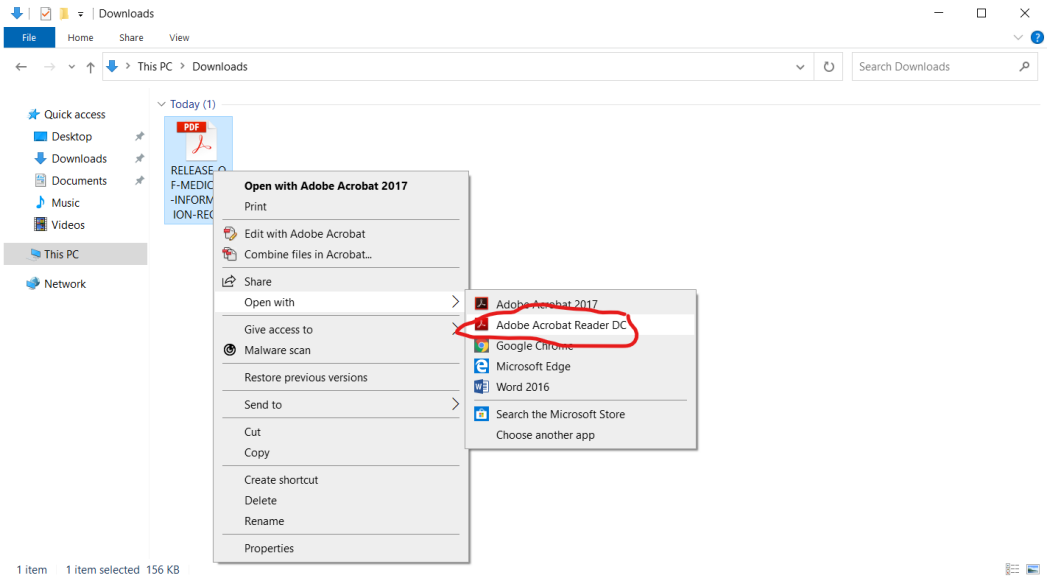
Then Click Downloads



Locate the form you just downloaded



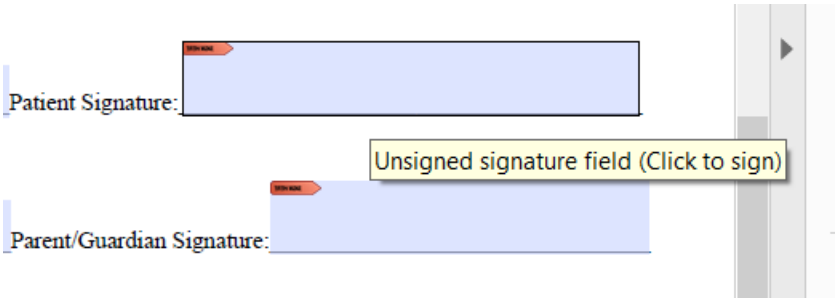
Right Click on the file. Hover over the Open with > Section of the menu and click Adobe Reader DC



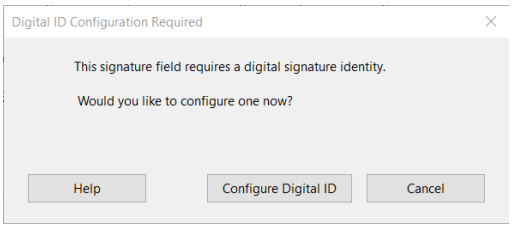
Once open in Adobe Reader fill out all applicable parts of the form.

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

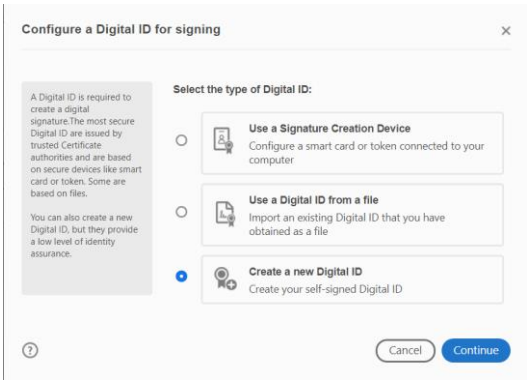
Hover your mouse of the box it will look like this.



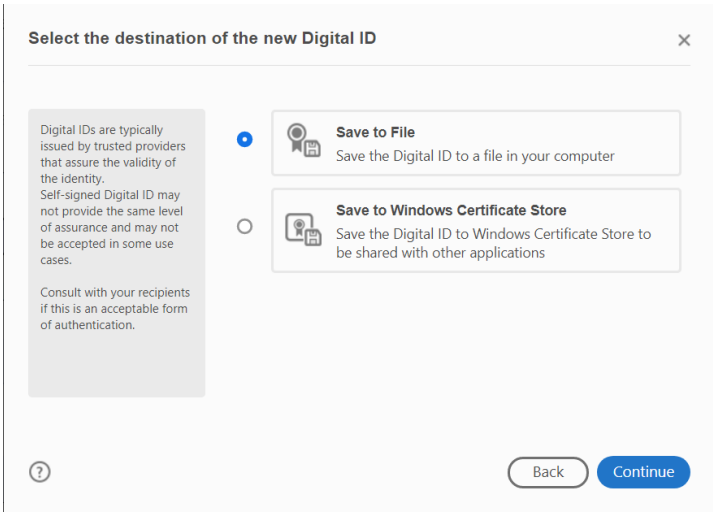
Click on the signature and a new window will Pop Up



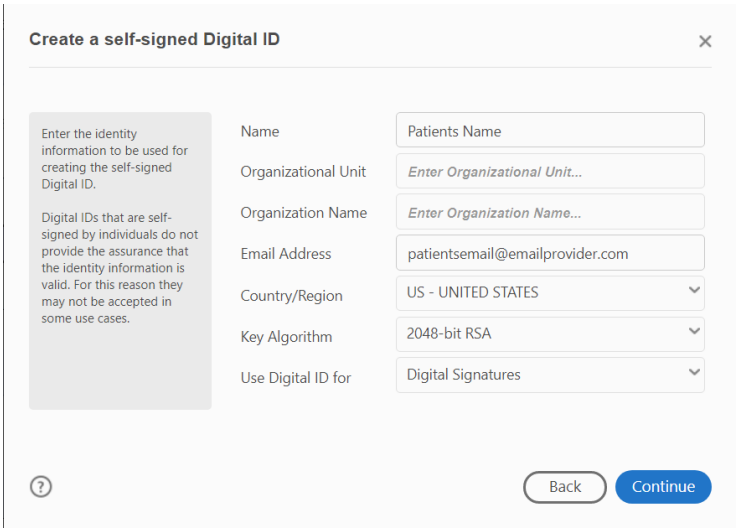
Click Configure Digital ID a new window will open



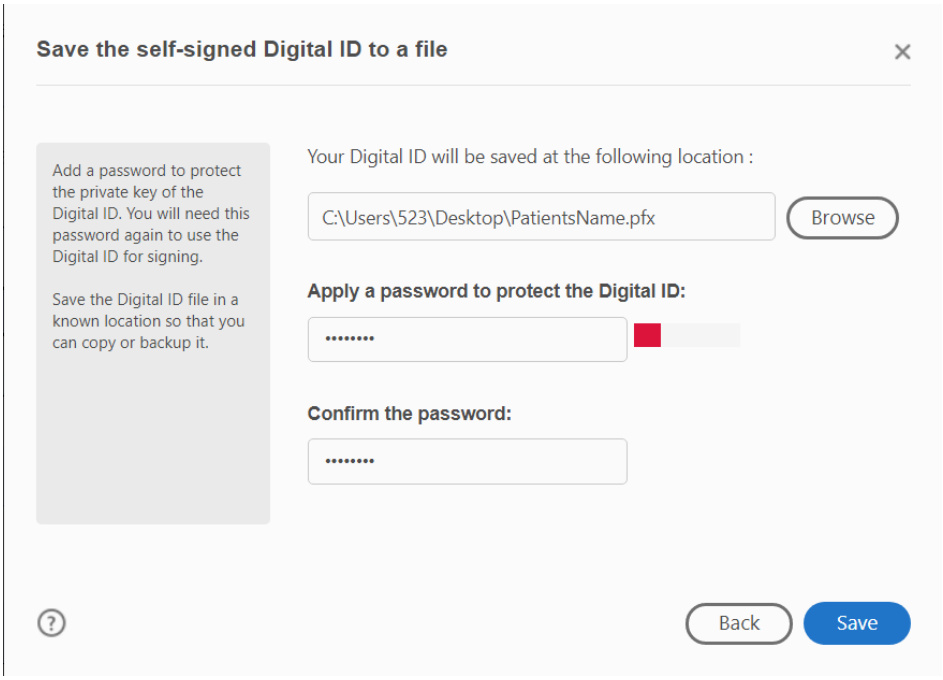
Select Create a new Digital ID then click Continue



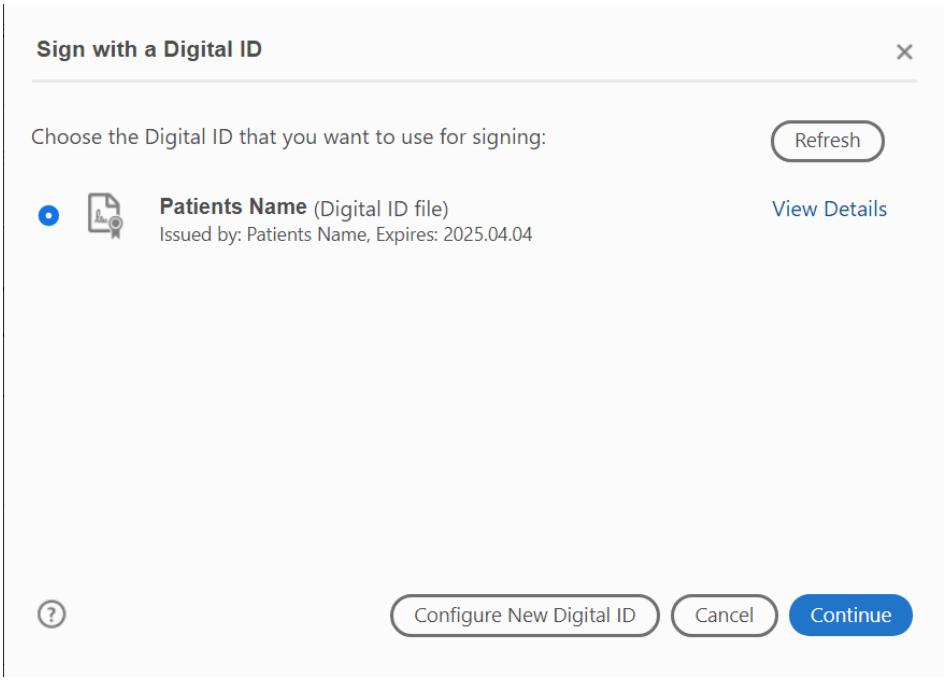
Select Save to File then click Continue



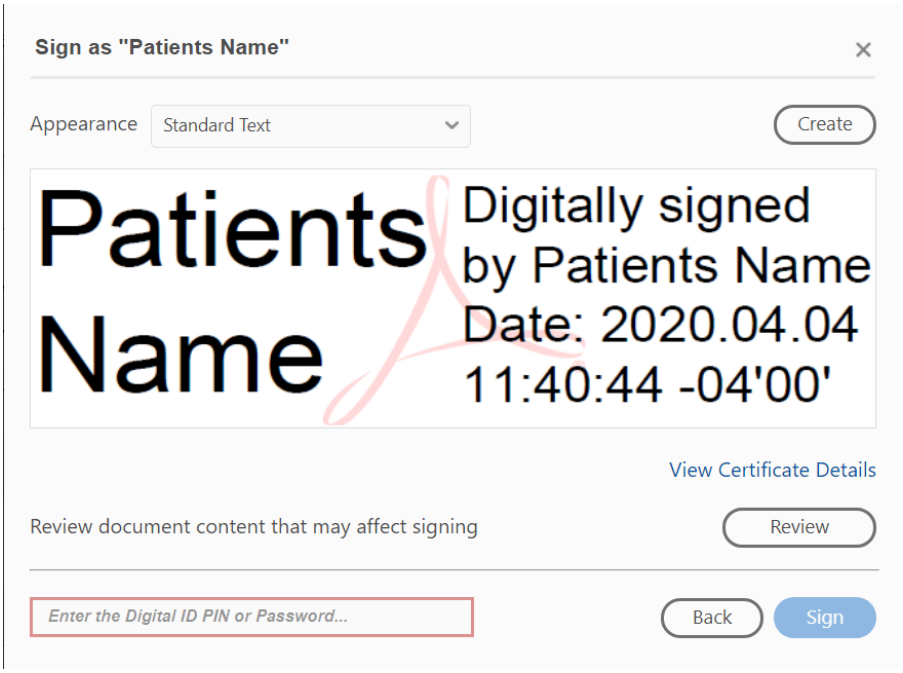
Fill in Name and Email then click Continue



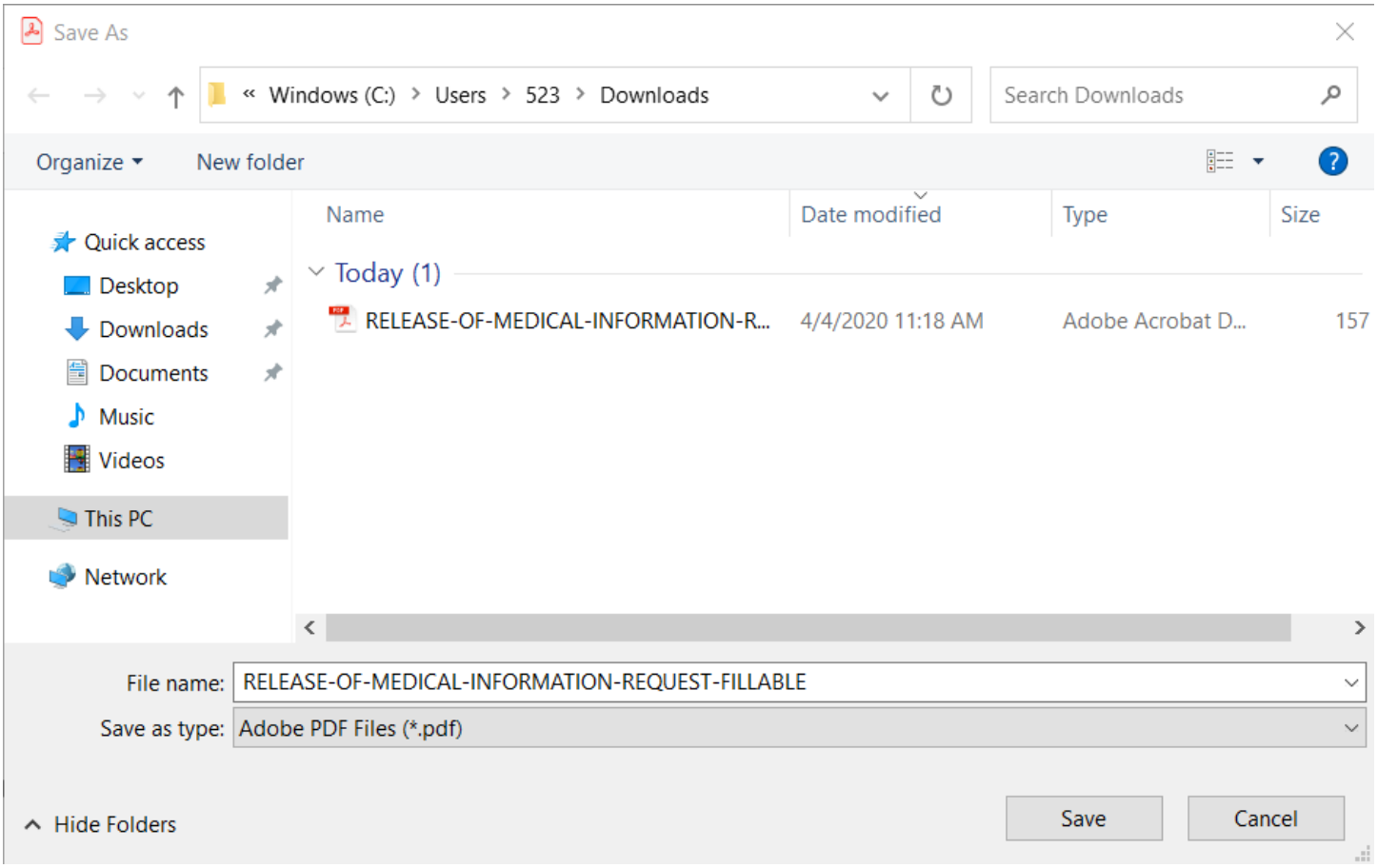
Click Browse and navigate to a place where you will be able to find this file for future use. Enter a password and confirmation password. Click Save



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



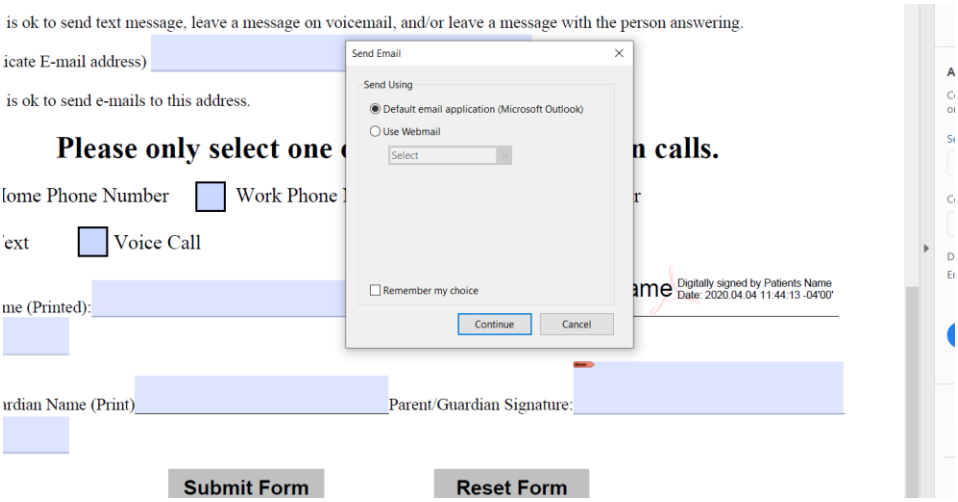
Enter the password you just created. Click Sign.



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.

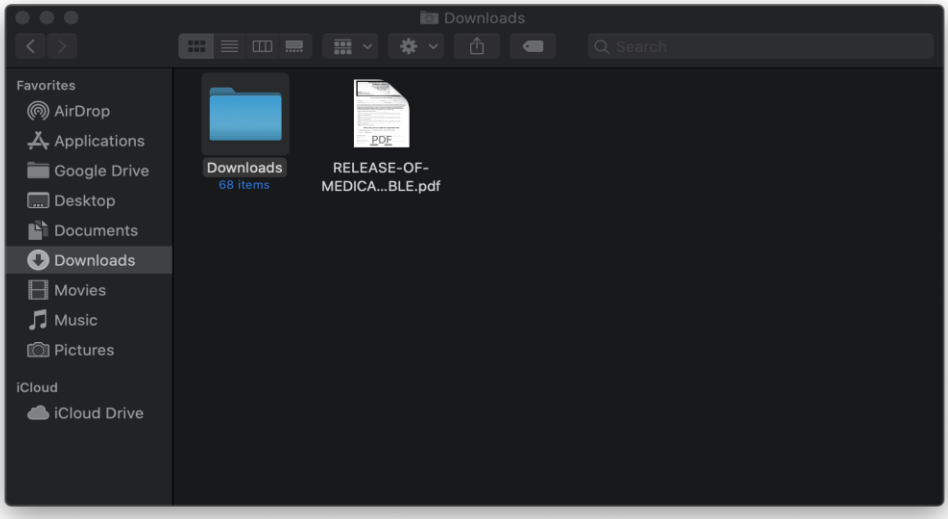
If you have a Default Mail Application Setup (ie Outlook or Microsoft Mail App) Click Submit form. Then Click continue. It will generate a new email to comppsywellness@aol.com with a completed copy of your form attached.

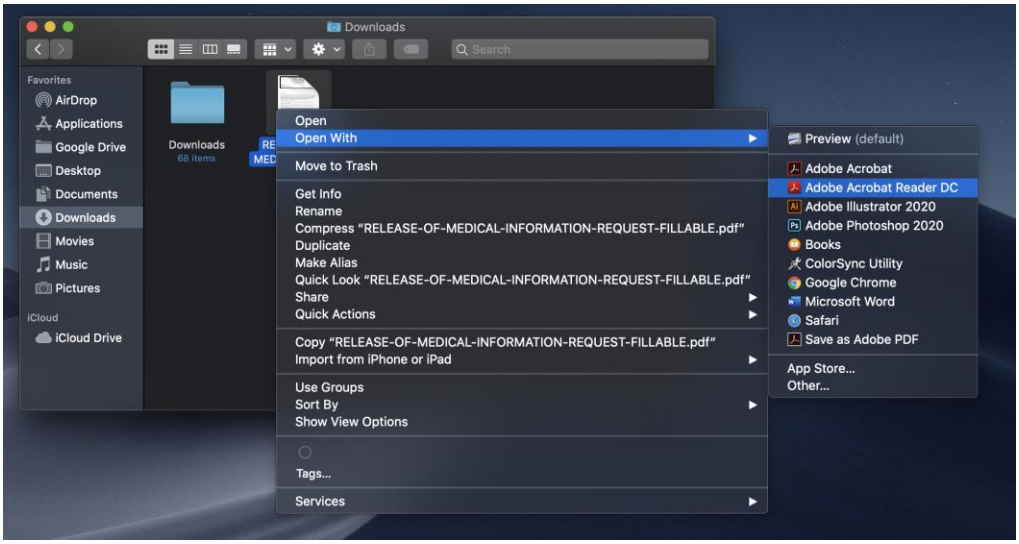


If you do not have a mail application setup for your email, you will need to save the file and go to your email providers web page and create an email and manually attach the file and email it to comppsywellness@aol.com

(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

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Move to Trash
Get Info
Rename
Compress “RELEASE-OF-MEDICAL-INFORMATION-REQUEST-FILLABLE.pdf”
Duplicate
Make Alias
Quick Look “RELEASE-OF-MEDICAL-INFORMATION-REQUEST-FILLABLE.pdf”
Share
Quick Actions
Copy “RELEASE-OF-MEDICAL-INFORMATION-REQUEST-FILLABLE.pdf”
Import from iPhone or iPad
Use Groups
Sort By
Show View Options
Tags...
Services
Preview (default)
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