



A Guide to Fillable Forms

We understand that the process of filling out forms can be a daunting task...on top of all that must already be happening for you as you start services with us.

To make the process run a little smoother,
here are some tips we have put together:

1. Our forms are made with **Adobe Acrobat**. If you happen to have some version of that on your computer this will probably assist you with the forms.
 - a. The free version of Adobe can be found here: <https://get.adobe.com/reader/> (it is the top/first option, called *Adobe Acrobat Reader DC*). This version will allow you to fill and sign documents using the *Fill and Sign* feature.
2. In order for the **fillable** portions on a form to become visible and usable, you will likely need to download or save the document on a device.
3. In order to **save** your changes, or what you have written into the document, you may need to save it under a different name. We recommend adding your initials to the first part of the original name of the document.
4. Using your computer or a tablet, as opposed to a cell phone, will likely ease the process.
- If you do not have access to a device that will allow you to work through this process, we are here to help you fill out forms. You are welcome to:
 1. Print the portions of the forms with fillable parts and write them in, then take a photo or scan them in to your device and email or text us using our secure messaging application.
 2. Come by the office at an arranged time to fill out hard copy forms.
 3. Pick up our forms and drop them off or send them electronically at another time.

We are grateful for your efforts in completing much needed documentation!!