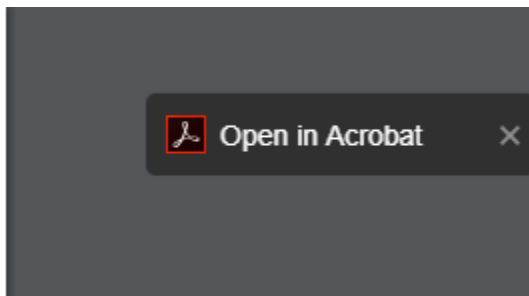


Filling Out and Signing Documents with Adobe

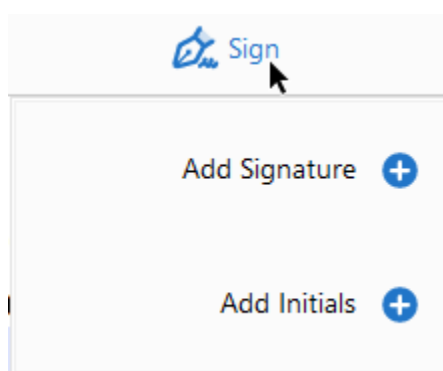
1. Double click on the link provided on the Optimae website. It will open the document in a new tab in your browser window.
2. You will need to download and save the file to your computer. Or, if available, click the link on the side that says "Open in Adobe." *Note: Do not fill out the document inside your browser.*



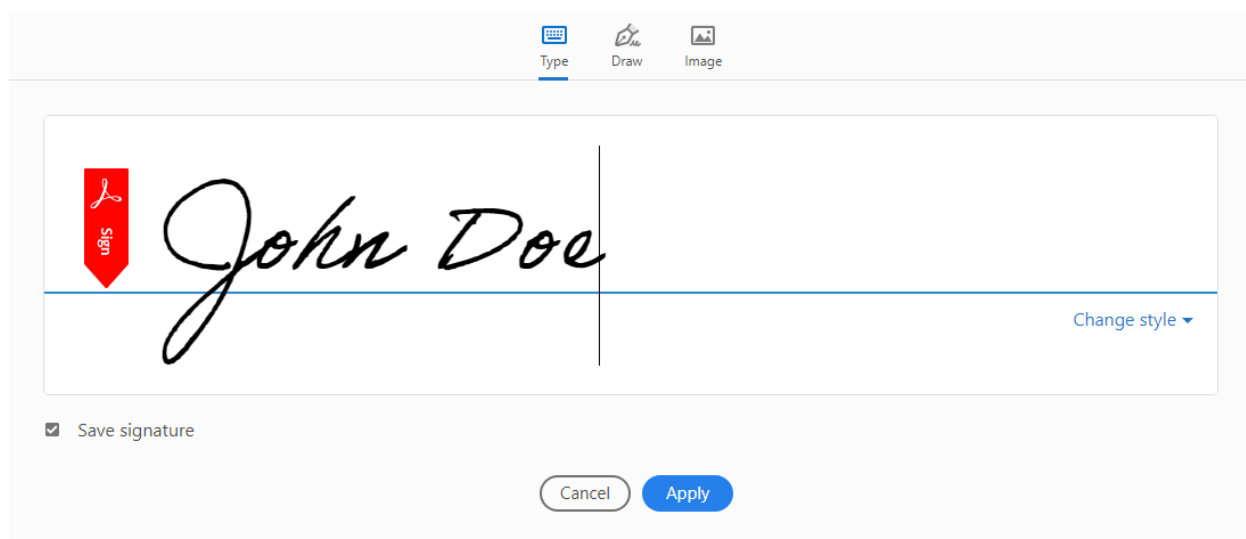
3. At the top of the page, you will see an icon that looks like a pen with squiggle lines next to it. Click on this. It will open up the ability to fill and sign the form.



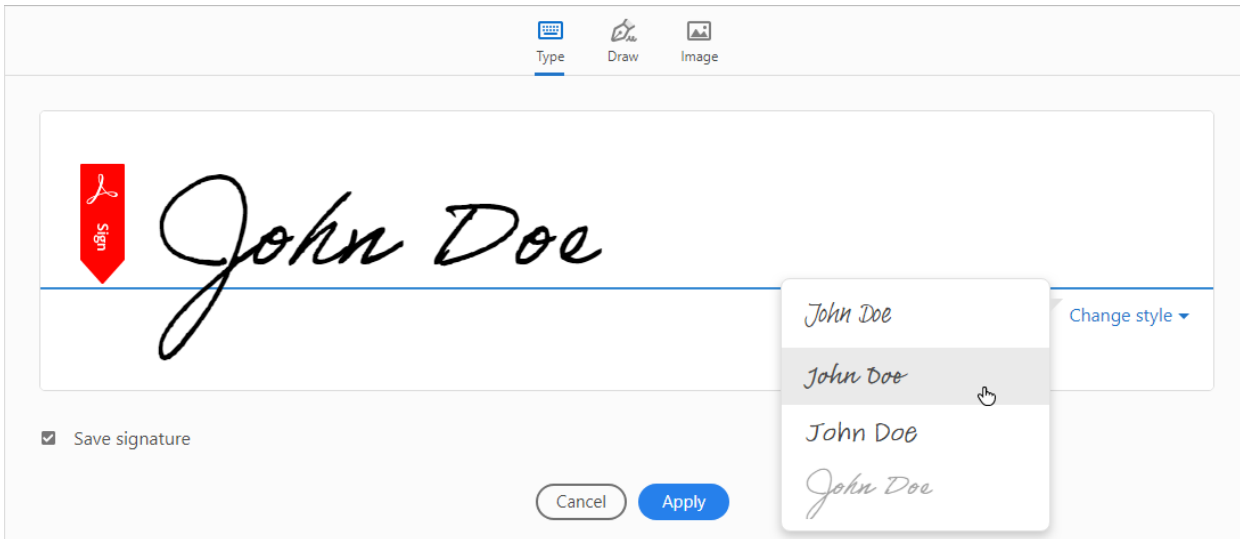
4. From here, you should see a box that pops up with an option to add your signature. If this doesn't appear, you can click on the pen labeled "Sign" at the top of the screen. Then click the plus button next to "Add Signature."



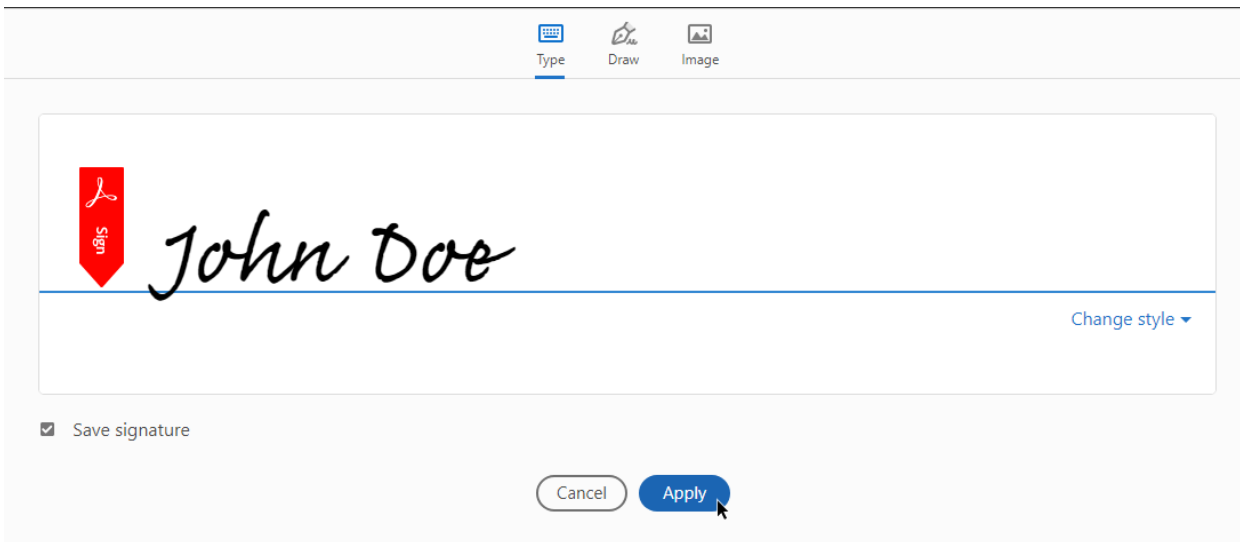
5. Type your name onto the line provided.



6. You can use the drop down next to “Change Style” to choose a different font for your signature.



7. Once you are satisfied with your choice, click “Apply” at the bottom of the window.



8. Click on the boxes in the form to fill out the document appropriately.

**Optimae LifeServices Inc.
Behavioral Health Face Sheet**

Client Name: John Doe **Date:** / /

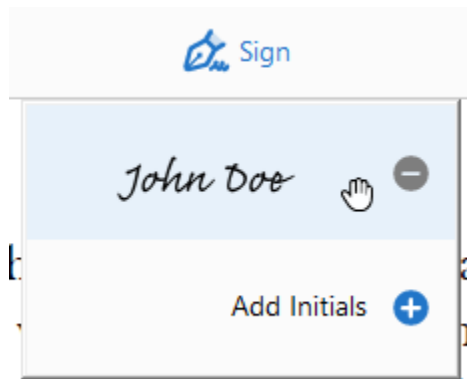
Address: **City:** **State:** **ZIP:**

Home/Cell Phone: **May we leave a message?** Yes No

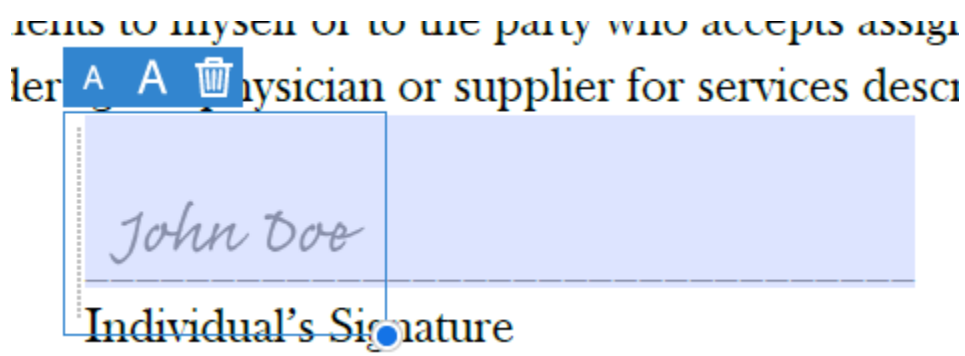
Emergency/Alternate Contact: **Phone:**

Gender: Male Female **Date of Birth:** / / **Social Security #:**

10. Once you come to a section that requires a signature, click on the button labeled “Sign” again at the top of your window and then click on your name.



11. Clicking on your name will create a stamp. You can then choose where you want to stamp your name by clicking on the area provided.



12. Continue to repeat these steps until the entire document is completed. Then click “File” and “Save As.” Save a copy of your completed form to your computer. You will be able to use this saved document to email it back to Optimae LifeServices.