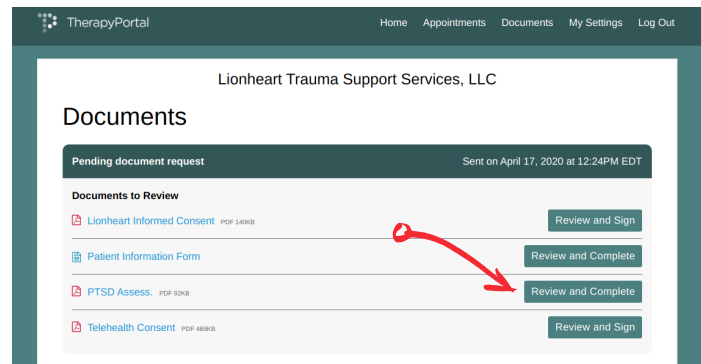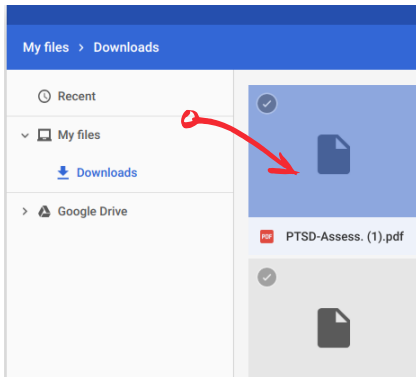# Filling Out Forms

LIONHEART TRAUMA SUPPORT SERVICES
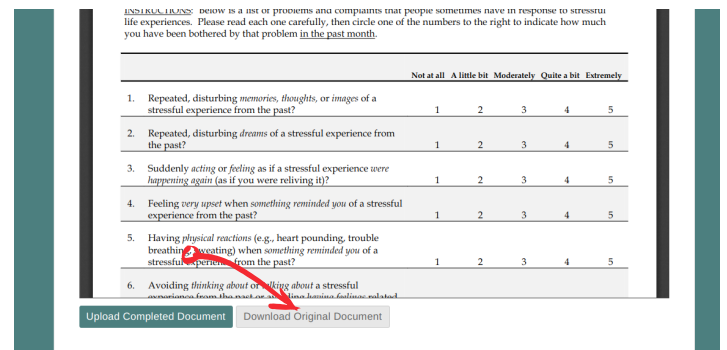

IN YOUR PORTAL UNDER "DOCUMENTS" YOU CAN SIGN AND FILL OUT PAPERWORK.

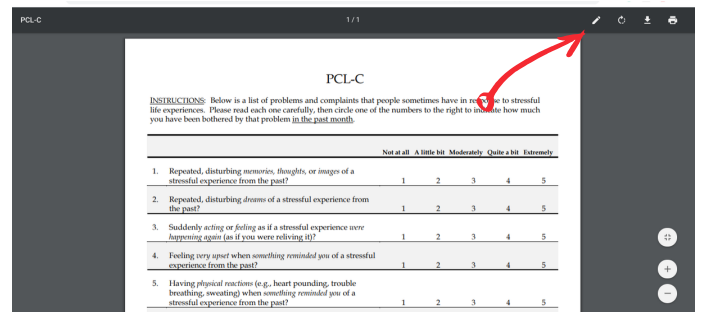FOR DOCUMENTS THAT NEED MORE THAN A SIGNATURE, CLICK THE DOWNLOAD BUTTON.

OPEN THE FILE FROM YOUR DEVICE, USUALLY BY DOUBLE CLICKING. A PDF WILL OPEN IN YOUR BROWSER.

IN THE WINDOW THAT OPENS, CLICK THE PENCIL ICON, TOP RIGHT. THEN USE YOUR FINGER/MOUSE TO MAKE CHANGES TO THE FORM.

AFTER YOU ARE DONE, CLICK THE DOWNLOAD ICON, TOP RIGHT, AND SAVE YOUR COMPLETED FORM.
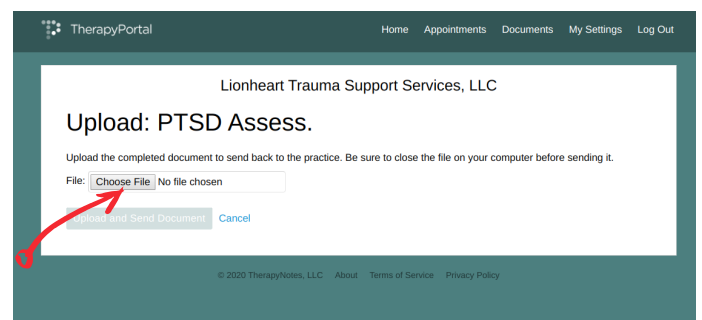
YOU CAN NOW UPLOAD THE COMPLETED FORM TO YOUR LIONHEART DOCUMENTS.

IF YOU ARE HAVING TROUBLE WITH THE PDF FORMAT, WE CAN PROVIDE A WORD DOCUMENT FILE TO OPEN IN MICROSOFT WORD.