

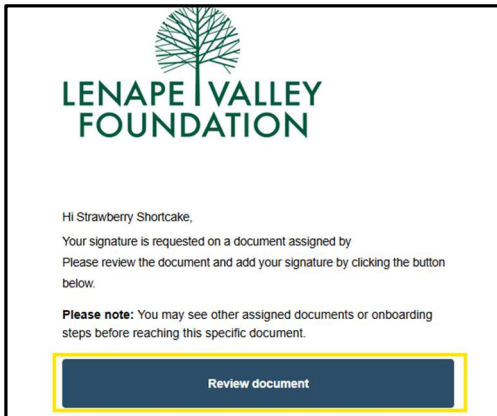
How to Sign Forms

If your provider has assigned you a form to sign, please follow this guide for instructions to submit your signature.

Once a provider assigns you a form to sign, you'll receive an email notifying you of the request.

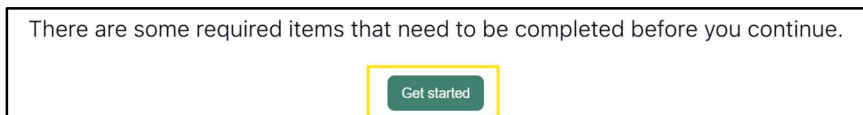
Desktop - Laptop -Web Instructions

Access your email and click the "Review Document" link within the email labeled "Your signature has been requested on a document"



Login to your portal account using your username and password.

Once logged in, you'll be presented with a prompt to sign your form, click "Get Started" to review and sign the document.



Scroll through the form to review its contents.

Click "Add signature" towards the bottom of the form.



Enter your First and Last name. You may choose to generate your signature via text by clicking "Type" or to draw your signature into the box via "Draw".

Draw:

Add signature

First name (required)

Last name (required)

Test

Patient

Draw

Type

Use your mouse to draw your signature in the space below

TEST

Clear signature

I acknowledge that my electronic signature is the legal equivalent of my handwritten signature, and by agreeing to sign this document electronically, I consent to be legally bound by the document's contents.

Add signature

Type:

Add signature

First name (required)

Last name (required)

Test

Patient

Draw

Type

Enter your name above to have a signature generated for you

Test Patient

I acknowledge that my electronic signature is the legal equivalent of my handwritten signature, and by agreeing to sign this document electronically, I consent to be legally bound by the document's contents.

Add signature

Once you’re satisfied with your signature, click “Add signature” to sign the form.

Click “Submit” to submit the form back to your service provider.

Signature added

Test Patient

Edit signature

Remove signature

All done?

If multiple signatures are required, you may submit them at separate times. Once a signature is submitted, editing that signature is disabled.

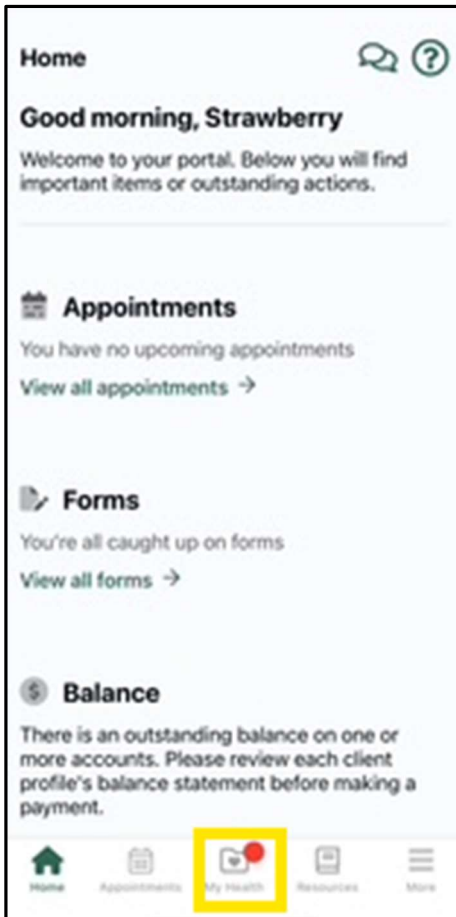
Submit

Mobile App Instructions

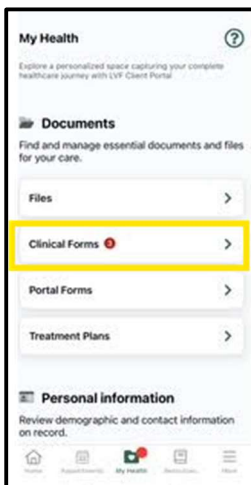
Once a provider assigns you a form to sign, you'll receive an email or a text notifying you of the request.

Navigate to your LVF Client Portal mobile app and login to your portal account using your username and password.

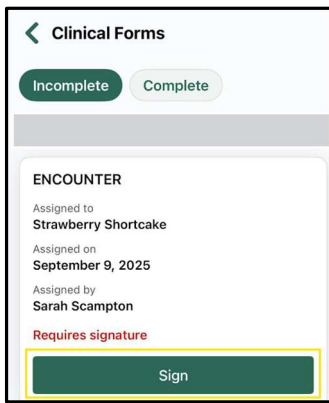
Once logged in, click "My Health" within the bottom navigation buttons. There will be a red circle indicating a new form has been assigned.



Click the file folder with the red indicator



Click on the form with “Requires signature” in red text and click “Sign”.



Clinical Forms

Incomplete Complete

ENCOUNTER

Assigned to
Strawberry Shortcake

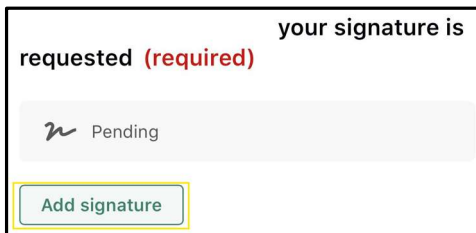
Assigned on
September 9, 2025

Assigned by
Sarah Scampton

Requires signature

Sign

Scroll through the document to review its contents and click “Add signature” when you’re ready to sign.



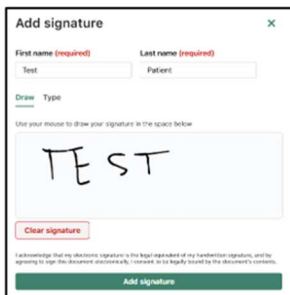
your signature is
requested (required)

 Pending

Add signature

Enter your First and Last name. You may choose to generate your signature via text by clicking “Type” or to draw your signature into the box via “Draw”.

Draw:



Add signature

First name (required) Last name (required)

Test Patient

Draw Type

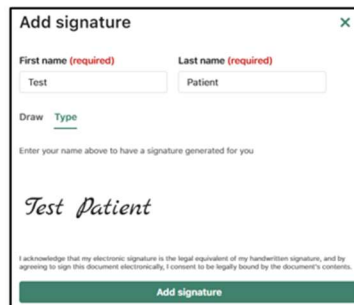
Use your mouse to draw your signature in the space below

TEST

Clear signature

Add signature

Type:



Add signature

First name (required) Last name (required)

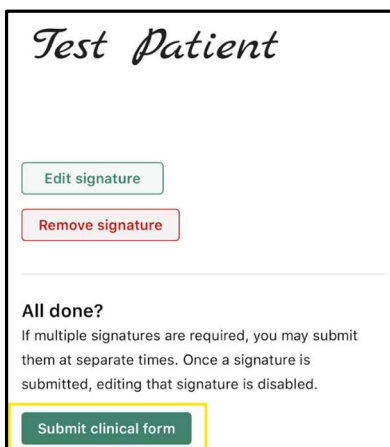
Test Patient

Draw Type

Enter your name above to have a signature generated for you

Test Patient

Add signature



Test Patient

Edit signature

Remove signature

All done?

If multiple signatures are required, you may submit them at separate times. Once a signature is submitted, editing that signature is disabled.

Submit clinical form