



How to Complete the Intake Form and Service Option Form on a Phone, Tablet or Computer

Following the **step-by-step instructions** below, you will be able to complete the Intake and Service Option Form online on a **phone**, **tablet**, or **computer**, save it, and email it to us.

On a **phone** or **tablet**:

When you click on <https://www.adobe.com/acrobat/online/sign-pdf.html> you will be directed to download the **Adobe Acrobat Reader mobile app**. The app is available for both iOS and Android devices and includes a built-in "Fill & Sign" tool.

Step 1: Download the app from the [Apple App Store](#) or [Google Play Store](#).

Step 2: Open the Intake and Service Option Form within the Acrobat Reader app.

Step 3: Tap on the "Fill & Sign" tool from the available options (represented by a fountain pen icon).

Step 4: Tap on the fields you want to fill and use the keyboard to fill in the boxes on pages 1 & 2, add checkmarks to select the services you want, and tick off the consent boxes on the last page. Complete all the boxes on the form or mark "n/a" if not applicable.

Step 5: Please do **NOT** use the "signature tool" to add your e-signature to the form. Since the Intake and Service Option Form dovetails with our charting and accounting system, using the "signature tool" will lock the form, making it unusable from our end. Please just **type** your full name in the signature box and type the date in the date box.

Step 6: You have a choice to either

- "save" the completed Intake and Service Option Form in which case it will be saved to your "download folder". Then you will need to attach it to an email and send it to us at info@bbdnutrition.com
OR
- you can "share" the completed Intake and Service Option Form with us directly from the app, email it to info@bbdnutrition.com.



On a **computer**, you do NOT need to create an Adobe account or download any software. **Just follow these steps.**

Step 1: Open your computer's web browser (i.e., Chrome, Bing) and go to the free Adobe Acrobat online PDF tool by clicking here: <https://www.adobe.com/acrobat/online/sign-pdf.html>

Step 2: Click on the "select a file" button and upload the Intake and Service Option Form, or just "drag and drop" the Intake and Service Option Form from your computer into the upload area.

Step 3: As soon as the Intake and Service Option Form is uploaded, a toolbar will appear, giving you the ability to fill in the boxes on pages 1 & 2, add checkmarks to select the services you want, and tick off the consent boxes on the last page. Complete all the boxes on the form or mark "n/a" if not applicable.

Step 4: Since this form dovetails with our charting and accounting system, please do NOT use the "sign" tool in the Adobe toolbar to sign the form, as this will lock the form, making it unusable from our end. Just **type** your full name in the signature box and type the date in the date box.

Step 5: After completing the form, click "next," and you will be able to download the completed Intake and Service Option Form to your computer. By default, it will go into your "**download folder**." You may prefer to download it to your computer's "**desktop**" so it is easier to find when you go to email it to us.

Step 6: Send the completed Intake and Service Option Form by selecting the completed form from your computer's "download folder" (or "desktop") if you saved it there, then email it to info@bbdnutrition.com. You will receive an automatic reply that your email has been received, confirming we got it!