



# Behavioral Services Center

PDF Fillable Instructions

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Greetings,

Below are the instructions for how to fill out the PDF service packet. For any billing questions or inquiries please call 847-604-1202. If you are filling out the packet on a laptop or computer, please save the attachment and open it from your saved location on your computer. If you are filling out the packet on a phone and are having trouble, there is a free app called Adobe Fill & Sign and it is a free app that allows you to fill out the paperwork with ease.

If you have any issues with signing the documents, below are some instructions that should be helpful:

1. **Windows:** Open the PDF in Adobe Reader and click the “Fill & Sign” button in the right pane.
2. **Mac:** Open the PDF in Preview, click the Toolbox button, then click Sign
3. **iPhone and iPad:** Open the PDF attachment in Mail, then click “Markup and Reply” to sign.
4. **iPhone and Android:** Download Adobe Fill & Sign, open the PDF, and tap the Signature button.
5. **Android video** - <https://www.youtube.com/watch?v=E7g7Kz3Ebb4>
6. **iPhone video** - <https://www.youtube.com/watch?v=3cdbQjg-KeU>
7. **Chrome:** Install the HelloSign extension, upload your PDF, and click the Signature button.

Once we receive the packet we will give you a call and set up services. We look forward to talking to you soon. As always, please let me know if you have any questions.