USING AN ADOBE DIGITAL SIGNATURE

In order to comply with the legislative requirements, we require that all referrals forms are signed by the referring clinician. In order to permit electronic referrals, our referral form has been set up to make use of Adobe's digital signature functionality.

The referral form must be completed in Adobe Acrobat or Adobe Reader in order to add a digital signature. Adobe Reader is available to download free-of-charge from https://get.adobe.com/uk/reader/.
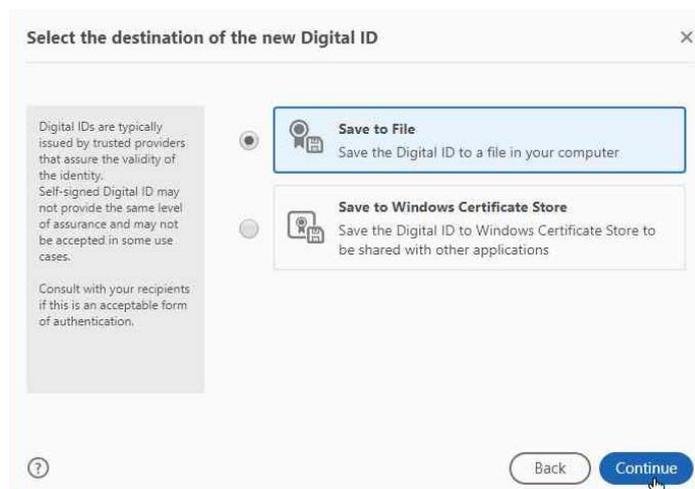
If for whatever reason you cannot insert a digital signature into the form, please print the form, add a manual signature and either fax or scan and email the form to us.

Please follow the instructions below to create a digital ID for the first time. After setting up a digital ID, this digital ID can be used each time you sign this (or any other) document.
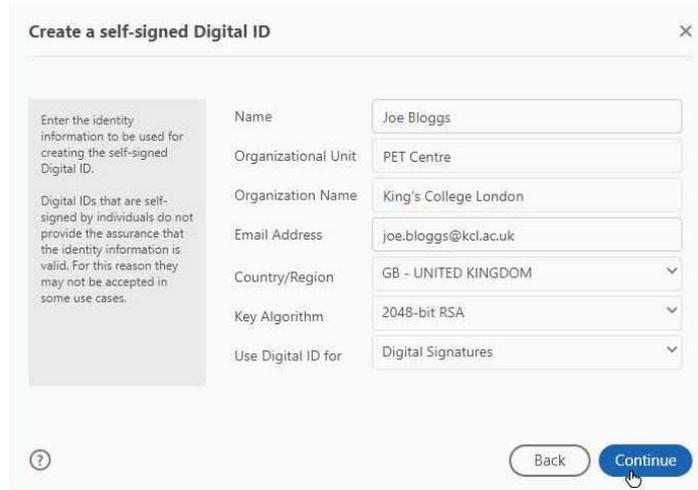
1. Click on the signature box and click **Configure Digital ID**. Click **Create a new Digital ID** and **Continue**.

2. Click **Save to File** and **Continue.**
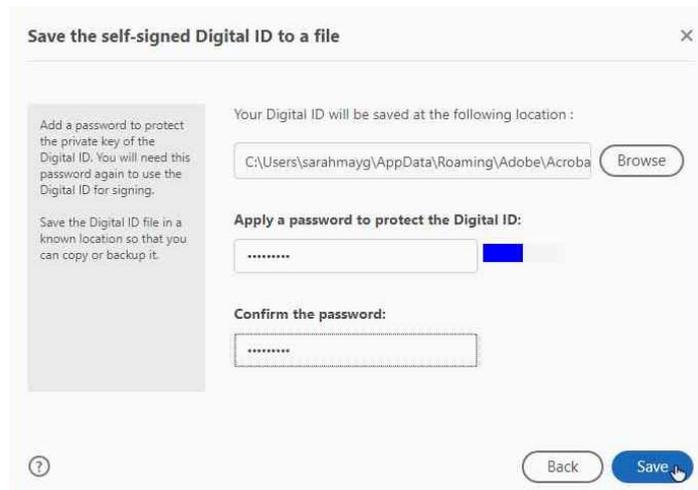
3. Enter your details and click **Continue**.

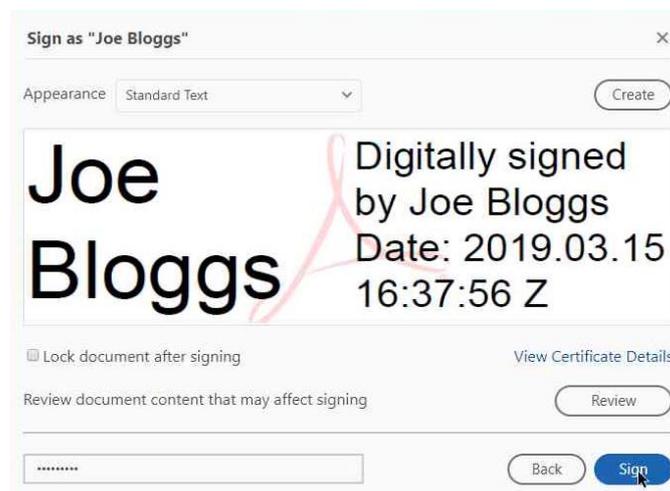4. Set up a password and click **Save**.

5. Re-enter your password and click **Sign**. You will be prompted to save the document if you haven't already done so and the digital signature will appear in the form.