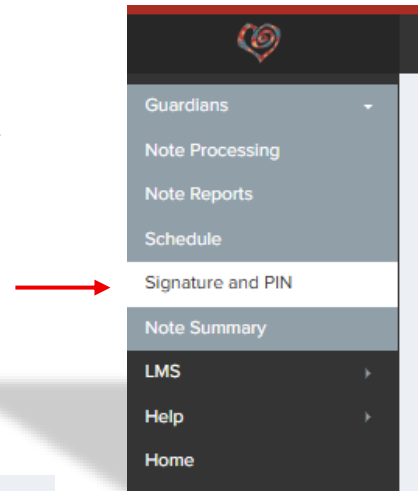


## Guardian Signature and PIN – AbilityNotes

### Setting Up Signature and PIN

Before signing anything, Guardians need to create a signature and PIN.

1. Click Guardians, then choose Signature and PIN.
2. Type your name and draw your signature. Click Sign.

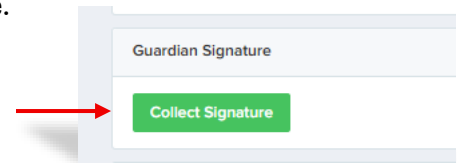
A screenshot of the 'Guardian Management' form. The 'Manage Signature' section is active. It contains a 'Name' field with 'John Doe' entered. Below the name field is a signature area with a 'Sign' button and a 'Clear' link. A handwritten signature 'John Doe' is visible in the signature area. At the bottom of the form is a large blue 'Sign' button, which is circled in yellow.

3. Create a 4-digit PIN and confirm it.
4. Click Save. You're ready to sign!

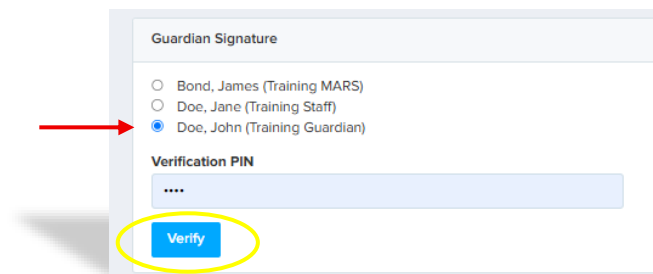
A screenshot of the 'Change PIN' form. It has two input fields: 'PIN' and 'Verify PIN'. A red arrow points to the 'PIN' field. At the bottom left is a blue 'Save PIN' button, which is circled in yellow.

## Signing at Time of Service

1. Before the note is submitted, scroll to the bottom of the note.
2. Click Collect Signature.



3. Choose your name, enter your PIN, and click Verify.

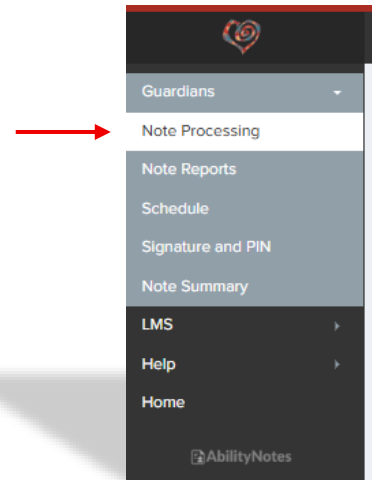


4. Click Sign with My Name Above.
5. You'll see a message that says the note is signed. The caregiver can now submit.



## Signing After Service is Complete

1. Click Guardians, then Note Processing.



2. A pencil icon means the note requires signature. Click the paper icon to open the note.



3. Scroll to the bottom. Click Approve and Sign.

