

1. Introduction

Your attorney uses Arctrieval's web-based application to request and manage medical records, billing statements and other information related to your case. In order to obtain information, your attorney and Arctrieval require your authorization to issue requests for the information on your behalf.

2. Signing the Authorization

Your attorney provided you with a Client Digital Signature Authorization form. Please follow the directions below to complete the form.

1. Print out the form
2. Enter your name in the space next to "Printed Name:" on the form.
3. Enter today's date in the space next to "Today's Date:" on the form.
4. Sign the form in the box as indicated.



Make sure your signature is clear and as large as possible, and does not touch the lines of the box. If your signature does touch the lines, you'll need to start over.

If you received a form with the title Personal Representative Digital Signature Authorization, an additional step is needed. Please enter the name of the Patient for which you are their personal representative. For example, if your attorney is representing your minor child, then you are their personal representative for the purpose of obtaining information. You will enter your child's first and last name in the space next to "Patient" in the first paragraph.

3. Returning the Form

After signing the Digital Signature Authorization form, you need to send it back to your attorney using one of the following options.

1. Mail the completed and signed Digital Signature Authorization form to your attorney.
2. If you have access to a computer with a scanner, scan the signed form into a high-quality black and white PDF file and Email the PDF file to your attorney.
3. If you have an Android or Apple smart phone or tablet, use the free CamScanner application to scan the form and Email it to your attorney. Direction are provided below.



Do not fax the form to your attorney. The fax process reduces the image quality of the document and your signature to the point that it is not usable.

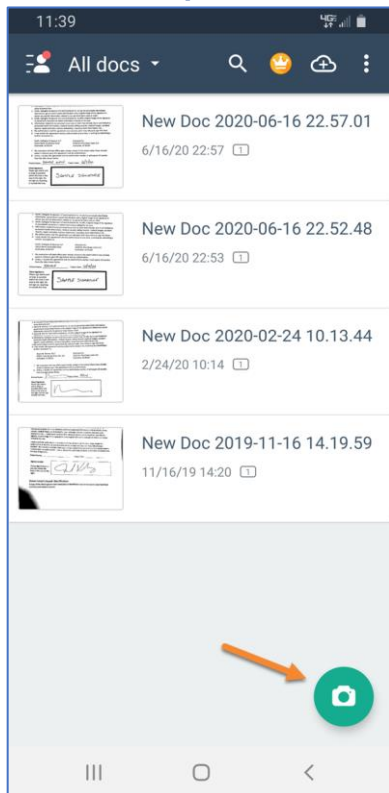
Digital Signature Authorization Form Instructions

4. Using the CamScanner Application

CamScanner is a free application for Android and Apple smartphones and tablets. It is free to download from either the Google Play Store or Apple App Store. Just search for CamScanner, download it, and install the application.

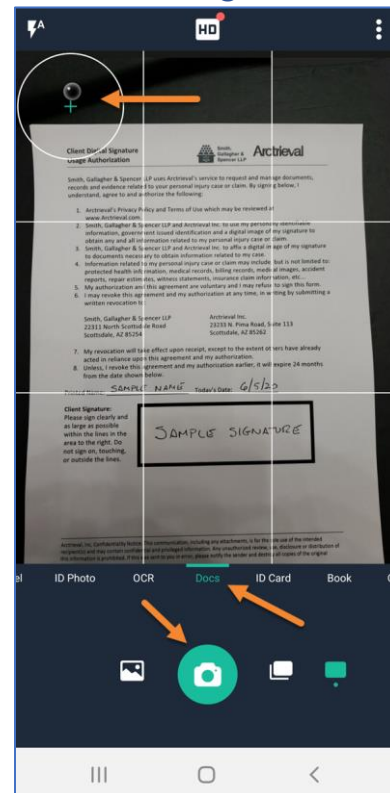
These directions assume the free CamScanner application is already installed and running on your smartphone or tablet. Please note the screen images are from a Samsung Android Smart Phone and the icons and colors may appear slightly different on your device.

4.1. Start the Capture



After launching the CamScanner application, press the green **Camera** button in the lower right corner of the screen as show in the image.

4.2. Document Alignment

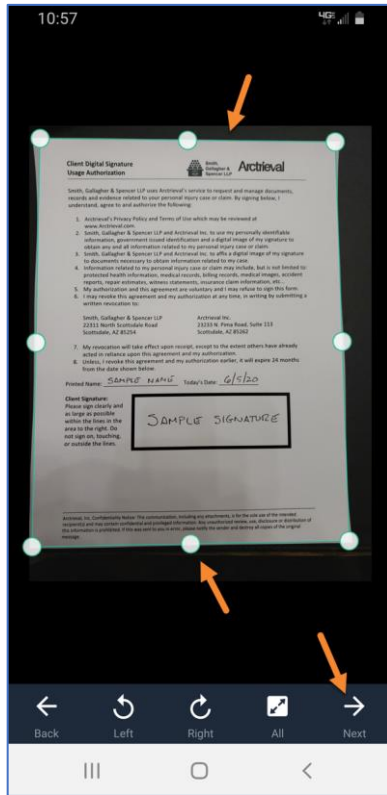


Pressing the green Camera button will display the document capture screen. Align the document in the window and keep your device as level as possible. Use the bubble indicator in the upper left of the screen. When the bubble is over the cross, your device is level. Make sure the file type “Docs” is selected at the bottom of the window. When everything is lined up, press the green **Camera** button, to capture the document image.

Digital Signature Authorization Form Instructions



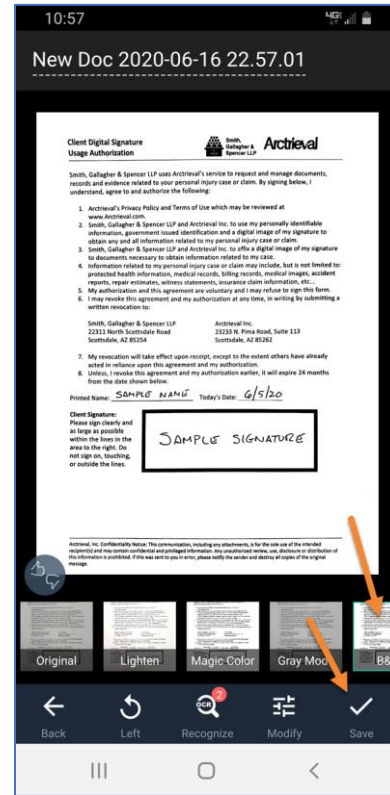
4.3. Document Crop



After capturing the document image, you will see the screen shown below. If CamScanner did not automatically crop the image to the document, adjust the green lines so they just touch the edges of the document.

Tip: Place the document on a dark background to help CamScanner find the edges of the document. Press **Next** to continue.

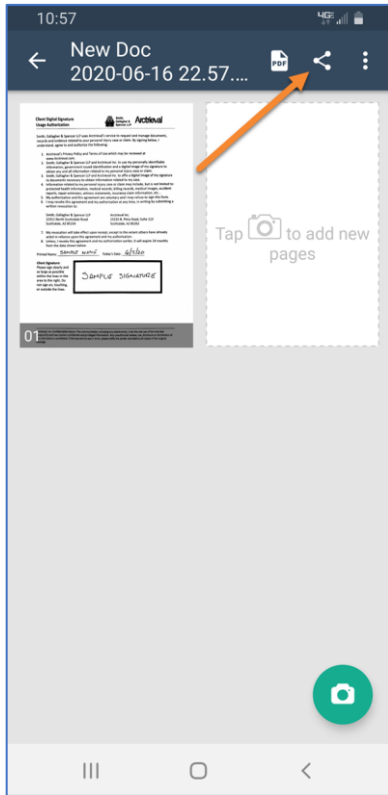
4.4. Document Resolution



After the document's edges are set, you will choose how you want to save the file. Select the B&W option indicated by the orange arrow. Press **Save** to continue.

Digital Signature Authorization Form Instructions

4.5. Share the Document



After the document is saved, you will share it with your attorney by sending a copy of the PDF file to your attorney's email. Press the share icon on your device.

4.6. Watermark Notice

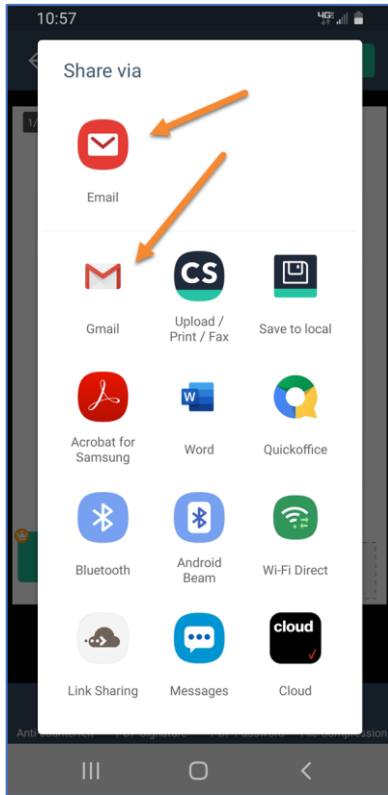


If you are using the free version of the CamScanner application, you will receive a notice that the PDF version will contain a CamScanner watermark. This is fine. The watermark does not interfere with our process.

Press the **PDF** button to continue the sharing process.

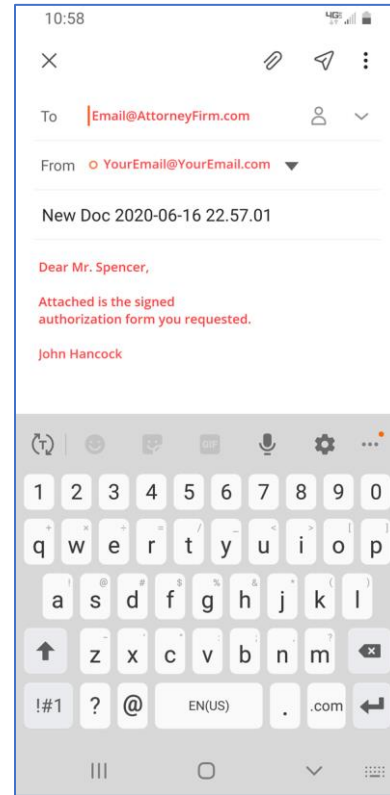
Digital Signature Authorization Form Instructions

4.7. Delivery Method



Select one of the Email delivery methods from the available options on your device. You must send the document through an Email service as an attachment.

4.8. Finishing the Email



Enter your attorney's Email address in the To field, type a short note, and press send.

Your authorization form is now on its way to your attorney's office.