

Downloading, Saving & Completing an Intake Packet

Note: Please review these steps carefully. Skipping a step may result in an error preventing your information from being saved in the document.

1. Click the name of the appropriate packet. It will automatically download to your computer. Click the file that appears in the lower left side of the screen. This will open the packet.

Kids Hurt Too

Anger Management

Women's Empowerment Program

Appointment Request

Intake Packets & Forms

Intake Packets

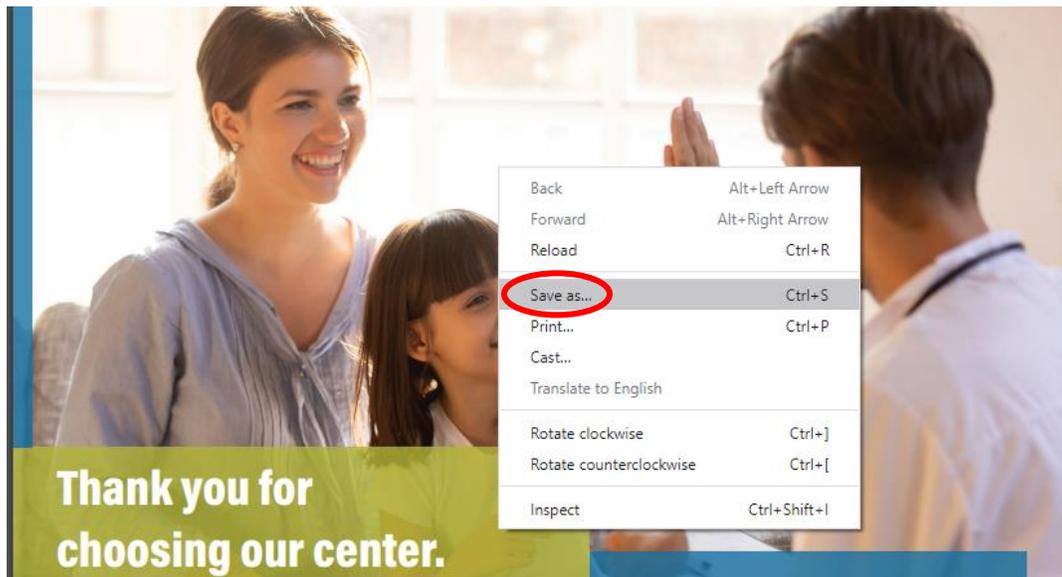
- **Child Intake Packet** ←
- **Teen Intake Packet**
- **Adult Intake Packet**
- **Couples Intake Packet**

Additional Forms

- **Teletherapy Consent Form**
- **Consent to Treatment by Other Ca**
- **Request/Authorization to Release**
- **Appointment & Payment Policy**
- **Important Information (Packet A)**



2. After you have opened the packet, right click the document and choose "Save As". Save the document to your computer in the desired location. (Before you fill out the packet, you must save it to your computer. Otherwise, your information will not be saved in the packet and you will not be able to electronically sign.)



3. Locate the packet you saved on your computer. Open it and fill in your information. You will be asked to save each time you electronically sign the document. *You may be asked how you want to save the document. You can save it with a new name (ie: Intake Packet – In Progress, Intake Packet – Completed, etc.) or you can overwrite the previously saved version by keeping the same file name.*



4. Once you have finished filling out the packet, be sure to save it one last time. You are now able to email the completed packet to intake@cfgcenter.org.

