

# 签名及上传指南 通过 DocuSign 提交文书

为了让您尽快获得信托福利，您应当提交全部所需文书；大部分文书可在信托网站上通过 DocuSign 填写。本指南的 A 部分详细说明“如何签署文件”，B 部分说明“如何上传附件”。

## A 部分：如何签署文件

DocuSign

### PowerForm Signer Information

If there are other "roles" required for this document to be completed, please enter the name and email of those other recipients. An email will be sent inviting them to sign along with you.

Please enter your name and email to begin the signing process.

Your Role:  
**Participant**

Your Name:

Your Email:

**Begin Signing**

1

点击 DocuSign 链接后将出现此页面。

2

填写您的名字、姓氏、电子邮箱地址，然后点击“Begin Signing”（开始签名）。

DocuSign

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Please enter your name and email to begin the signing process.

Your Role:  
**Participant**

Your Name:  
**Test Testerson**

Your Email:  
**test@test.com**

**Begin Signing**

### Please Review & Act on These Documents

Healthcare Enrollment Team  
Oregon Homecare Workers Trust

Please review, sign and return your documents. To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.

Please read the Electronic Records and Signatures Disclosure.

I agree to use electronic records and signatures.

CONTINUE

OTHER ACTIONS



Providing Benefits to Oregon Homecare  
and Personal Support Workers

Supplemental Trust

Dear Homecare Worker,

Please find enclosed some pre-appointment materials for your enrollment appointment that you need to review, sign and return before you can complete your appointment with Valley Insurance Professionals. For faster processing, you can sign these forms securely via DocuSign online by visiting the Trust website at <https://www.oregonhomecaretrust.org/2016-enrollment-materials/>.

HIPAA Authorization Form - please review, sign and return  
HIPAA is the law that creates protections for your Personal Health Information and how that information can be shared. This form allows Valley Insurance Professionals (the insurance agency responsible for processing your application) to share information relating to your coverage under the Homecare Supplemental Trust with our medical professionals in order to provide you the best possible care.

3

勾选“I agree to use electronic records and signatures”（本人同意使用电子记录及签名）旁的方框。

4

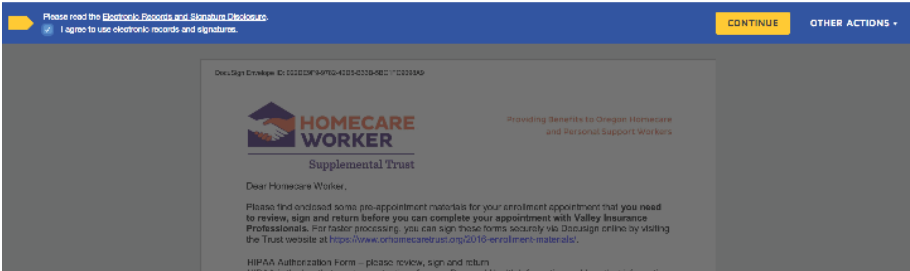
点击标注有“CONTINUE”  
(继续) 的黄色按钮。

Please Review & Act on These Documents

DocuSign

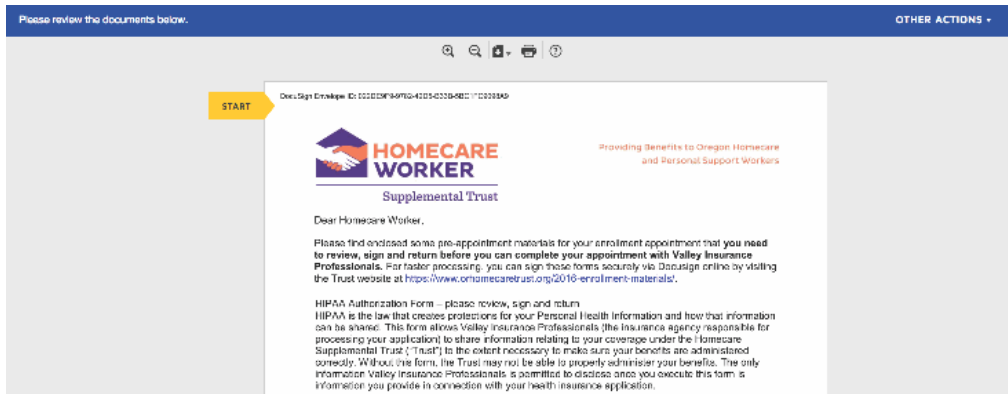
Healthcare Enrollment Team  
Oregon Homecare Workers Trust

Please review & sign your document. To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.



5

点击标注有“START”  
(开始) 的黄色旗帜。



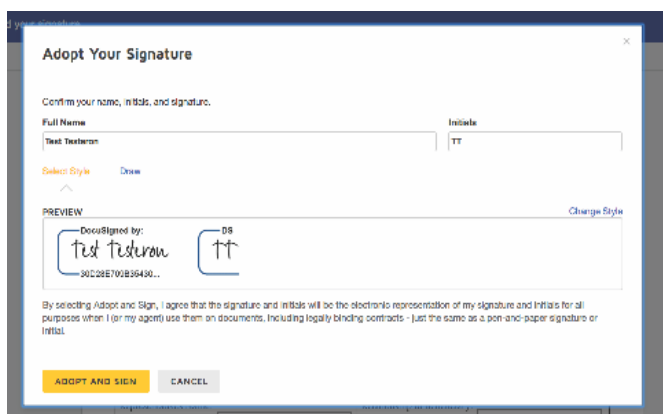
6

外框为红色的栏目为必填栏目，请填写所有必填栏目，请特别注意正确填写。点击标题为“SIGN”（签名）的黄色方框。



7

输入您的姓名然后点击“Adopt and Sign”（采纳并签名）按钮即可采纳并签名。（如果您先前使用过 DocuSign，则可跳过此步骤）。



8

点击标注为“FILL IN”（填充）的黄色旗帜可自动填写先前填写过的信息。

9

您可以点击选项卡，或点击向前的箭头填写剩余的栏目。填写完毕后点击“FINISH”（完成）。

10

完成后点击“SHOW DOCUMENT”（查看文件）可以打印文件，或将文件保存为记录。

## B 部分：如何上传附件

1

如需附加文件，点击带有回形针和指向回形针的红色箭头图案的黄色标签页。

Attach a copy of your voided check here



In the event that the Trust Office notifies the bank that the funds have been deposited to my account in error, I hereby authorize and direct the bank to return said funds to the Trust account as soon as possible.

Signature \_\_\_\_\_ Date 10/25/2016

2

如需上传多个文件，可以勾选出更多上传标签。点击提示语“Click here to add additional attachments”旁边的复选框即可。随后可点击带有回形针图案的黄色标签，然后按照下述步骤进行操作。



Click here to add additional attachments



Click here to add additional attachments

3

会出现弹出菜单。点选“Up-load”（上传）选项。

4

然后点击“UPLOAD A FILE”（上传一个文件）。

5

选定一个文件并上传后，点击“DONE”（完成），然后按照本指南 A 部分“如何签署文件”的说明填写文件。

成功了！

如有疑问，请访问 [www.orhomecaretrust.org](http://www.orhomecaretrust.org)，或致电医疗保健注册团队：503-303-5668，或拨打免费电话：1-855-437-2694。