Michigan WIC Client Signature Process

Please follow the steps below to help you sign certain documents while participating with the WIC Program. The WIC Client Agreement is required to be signed and the Physician Authorization can be signed if you wish to allow WIC to share your information with your health care provider. You can complete and sign both forms using:

1. WIC Connect Mobile App
2. WIC Connect Online Portal
3. Adobe Acrobat Reader App on a Smart Phone

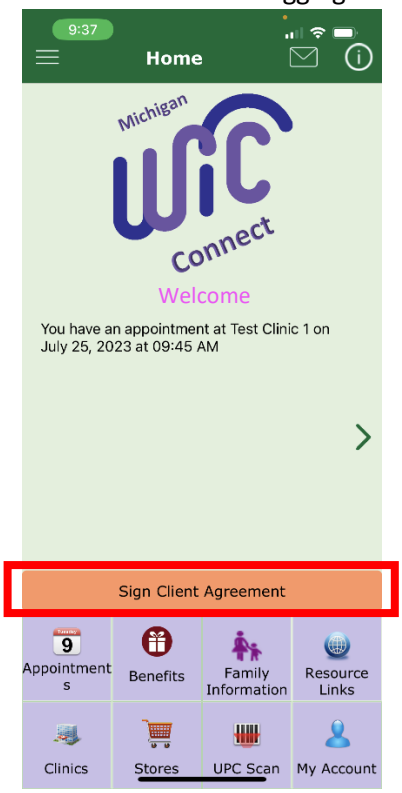
Please use the table of contents to go directly to the set of instructions you are interested in.

Table of Contents

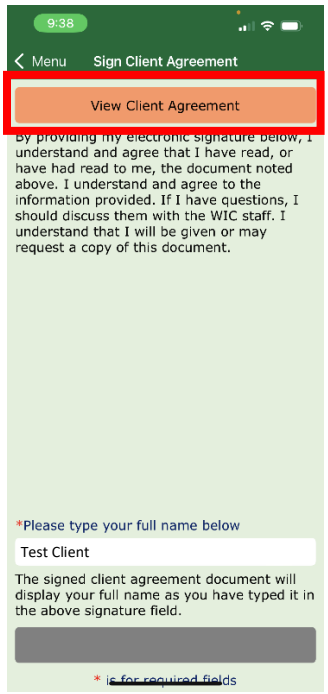
Sign the Client Agreement

1. WIC Connect Mobile App

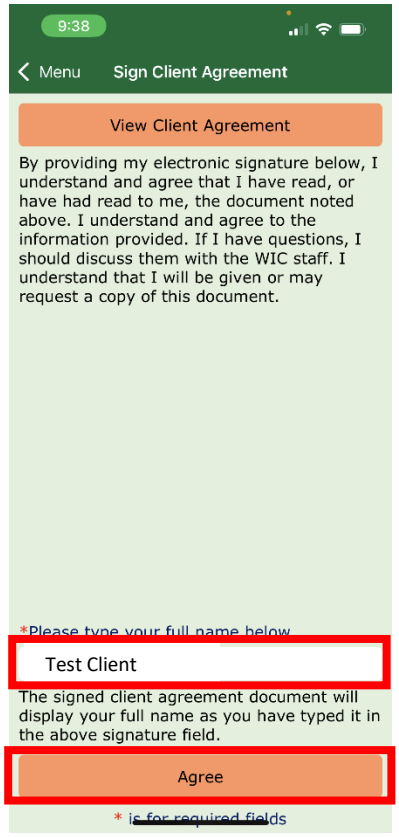
1. Before your certification or recertification appointment, click the orange 'Sign Client Agreement' button on your home screen after logging in to the WIC Connect Mobile App.



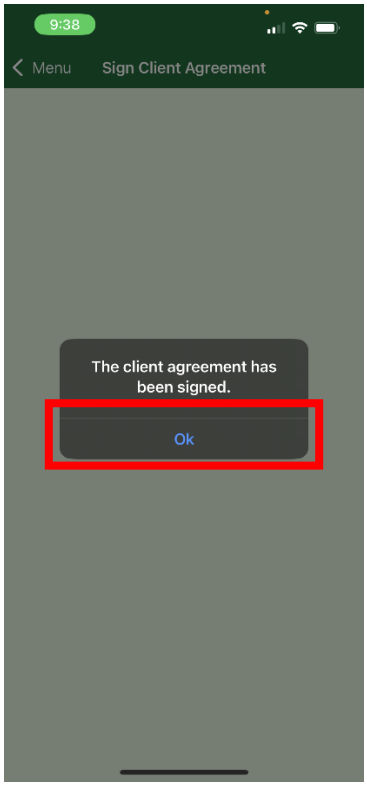
2. You will be taken to the 'Sign Client Agreement' screen where you can click 'View Client Agreement' to view a PDF version of the Client Agreement. After reviewing the Client Agreement, please type your full name into the blank text box at the bottom of the screen to sign the agreement.



3. Once you have typed your name in the box, the ‘Agree’ button will display as orange. Click ‘Agree,’ and a confirmation message will appear.



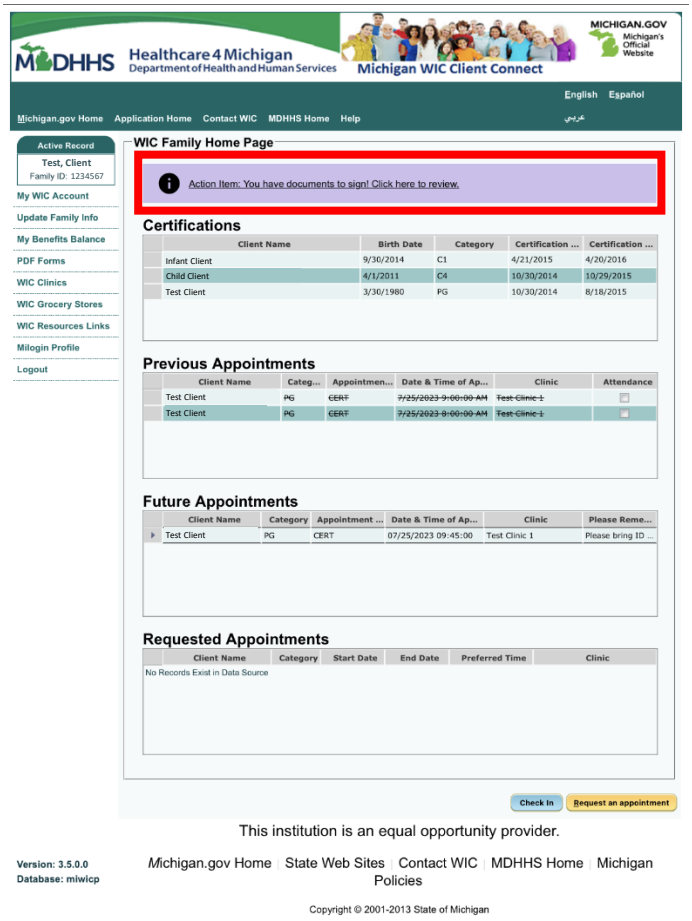
4. Click ‘OK’ to be redirected to the homepage.



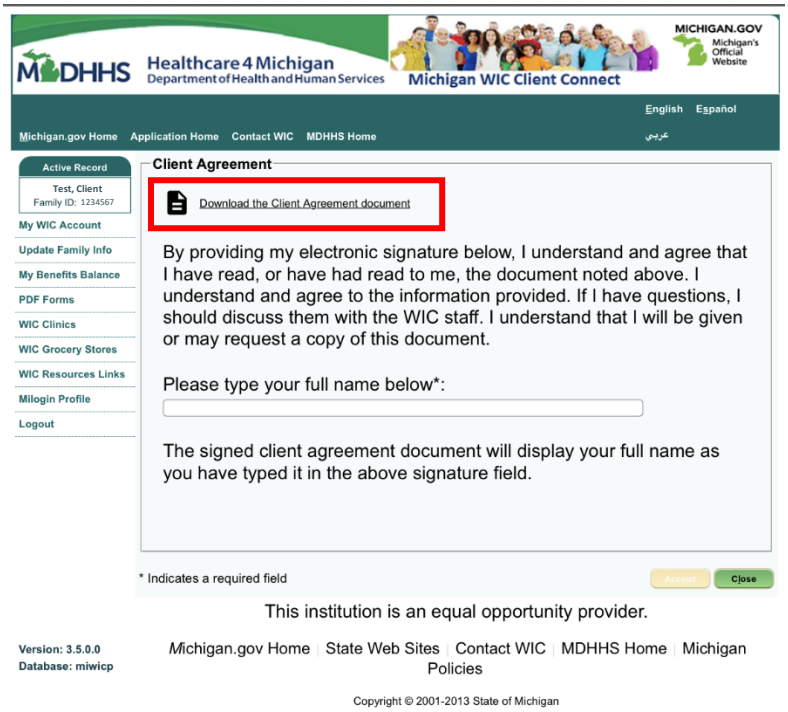
Sign the Client Agreement

2. WIC Client Connect Online Portal

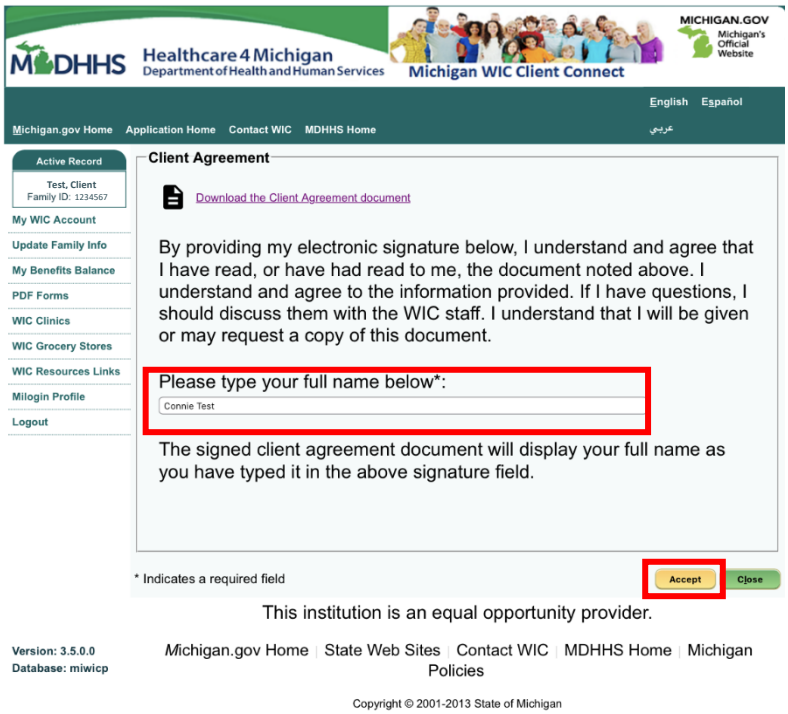
1. Before your certification or recertification appointment, click the link at the top of your home page after logging in to the WIC Client Connect Online Portal that says, ‘Action Item: You have documents to sign! Click here to review.’.

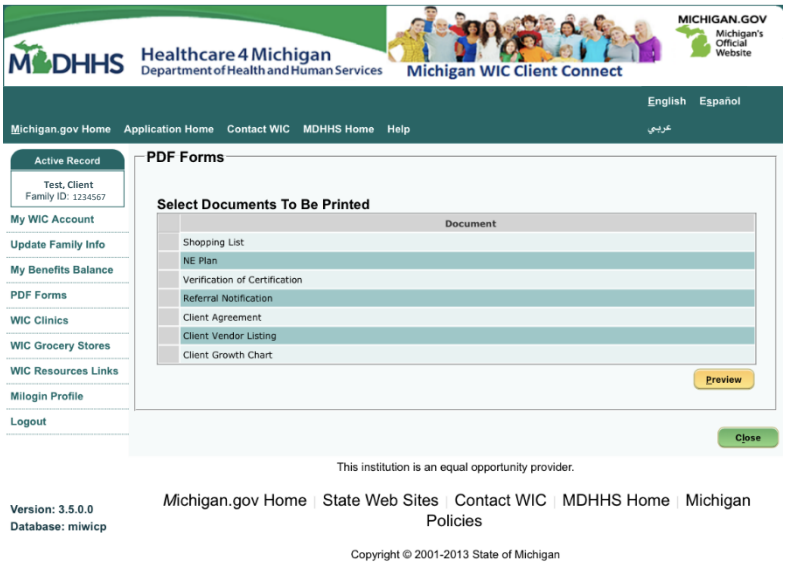


2. You will be taken to the ‘Client Agreement’ screen where you can click a link to review a PDF version of the Client Agreement. After reviewing the Client Agreement, please type your full name into the blank text box at the bottom of the screen to sign the agreement.



3. Once you have typed your name in the box, click ‘Accept’ to be taken to the ‘PDF Forms’ grid where you can view your signed agreement.



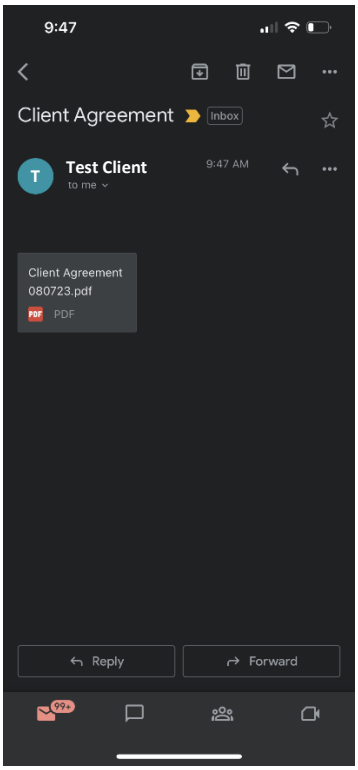


Sign the Client Agreement

3. Adobe Acrobat Reader App on a Smart Phone

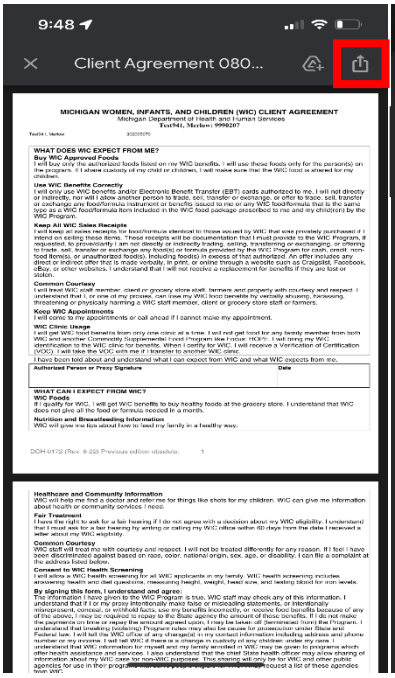
If you have another PDF reader on your smart phone that allows you to sign documents, you do not need to download Adobe Acrobat Reader.

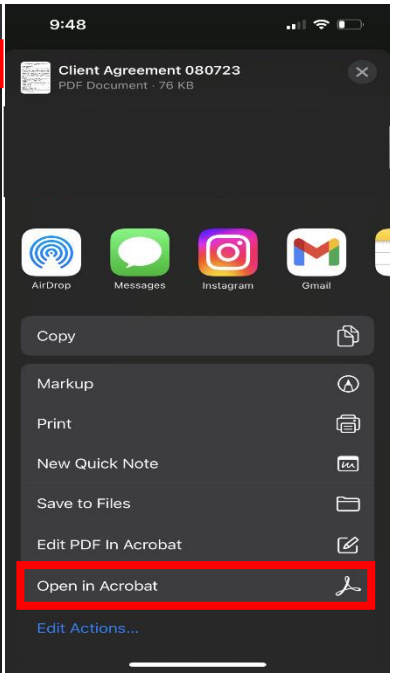
1. Download Adobe Acrobat Reader from the Apple App Store or Google Play.
2. If you received your WIC Client Agreement via email, click on the PDF in the email.



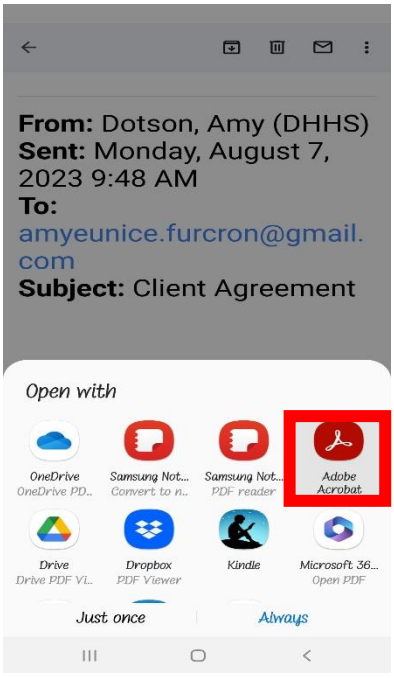
3. Once the PDF is open, choose application you will use to edit the PDF.

iOS



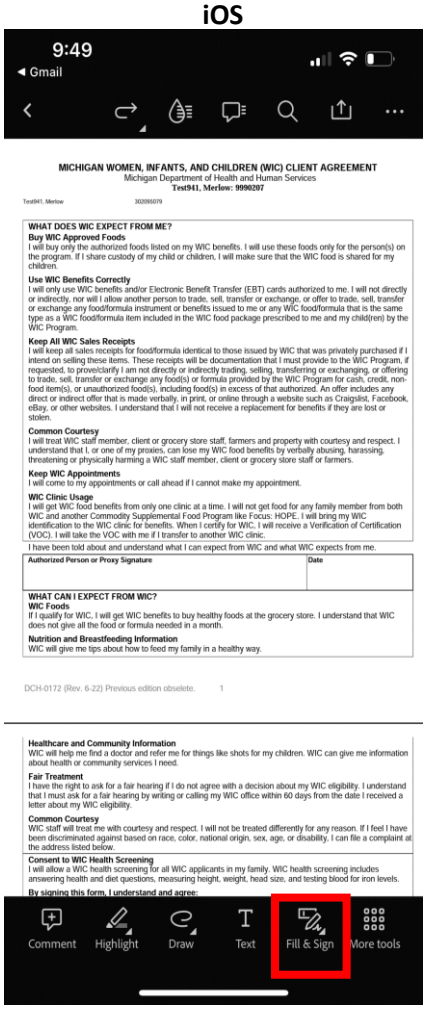


Android

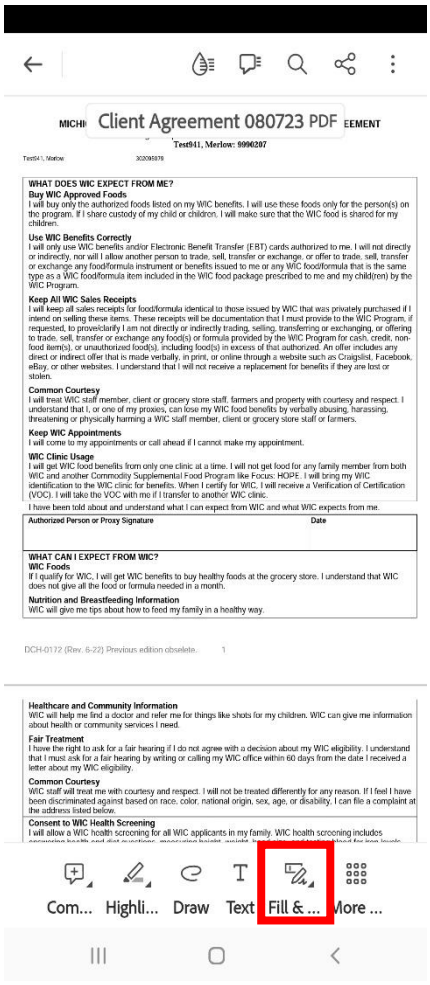


4. Once the agreement is open, select ‘Fill & Sign’ to complete.

iOS

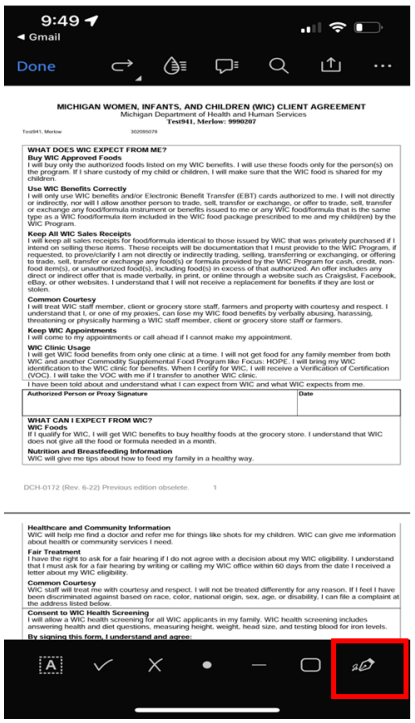


Android

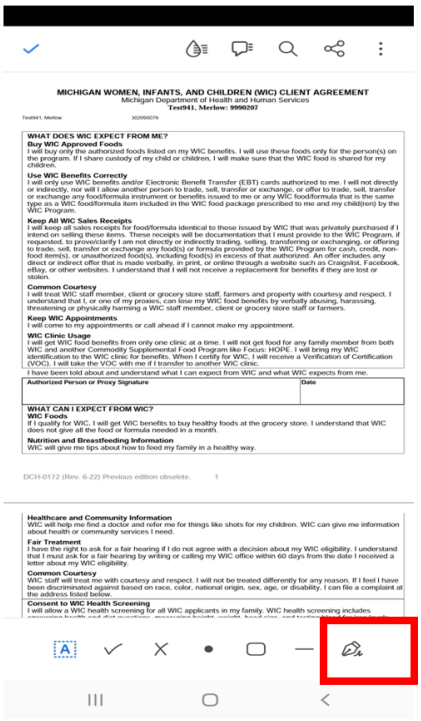


5. Select the pen icon, add signature, and then to draw your signature in the box, and select ‘Done’.

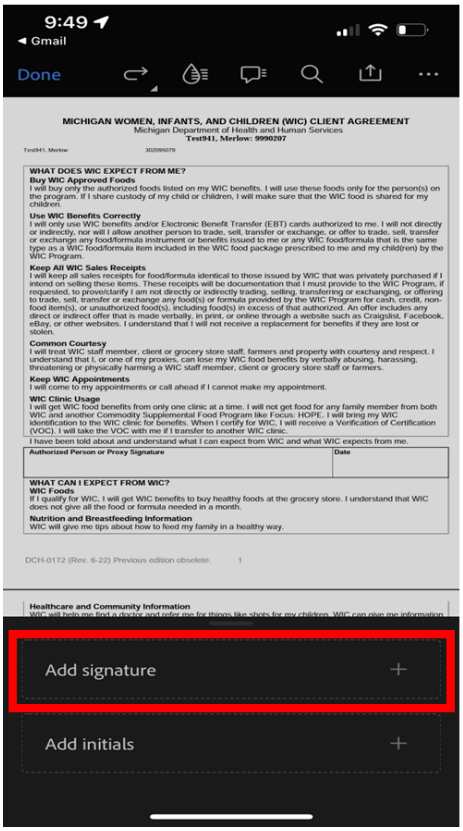
iOS



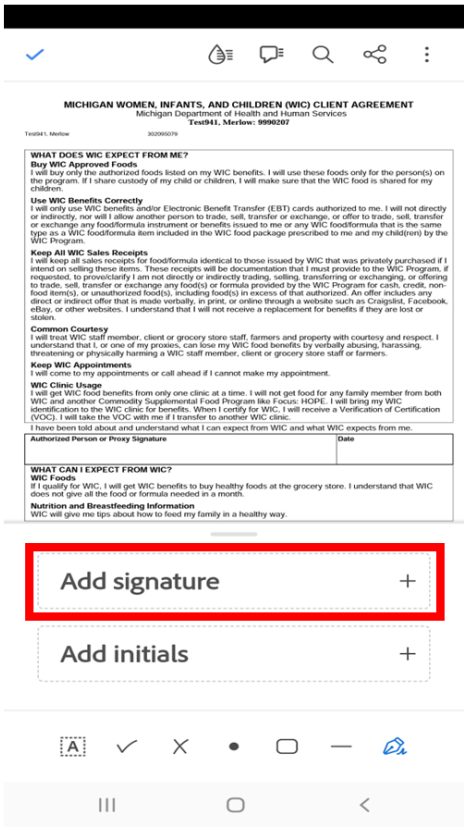
Android



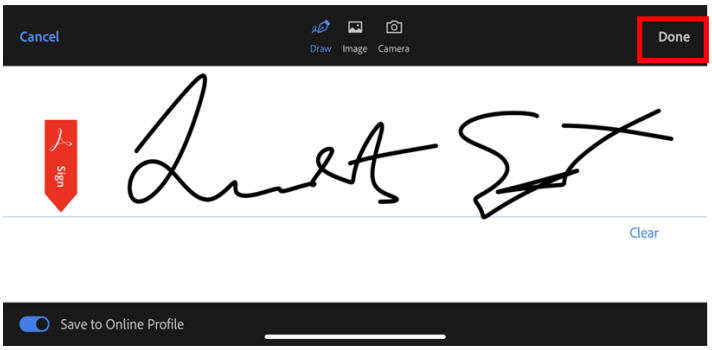
iOS



Android



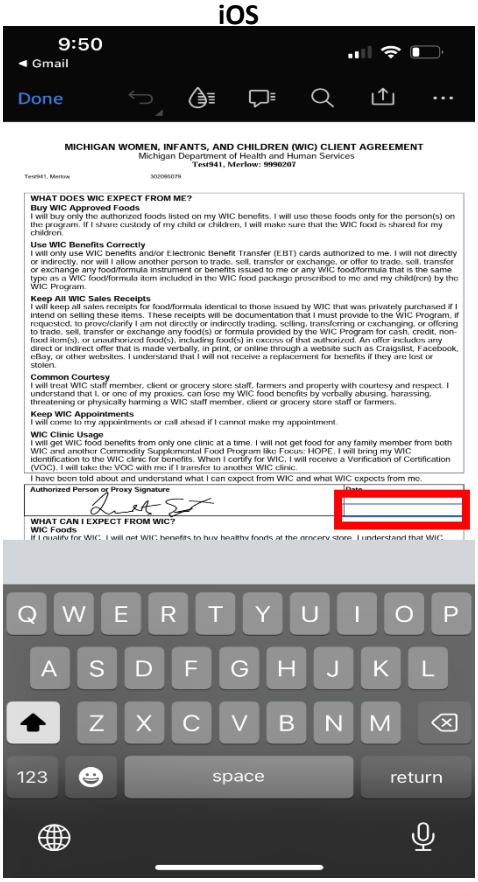
iOS



Android

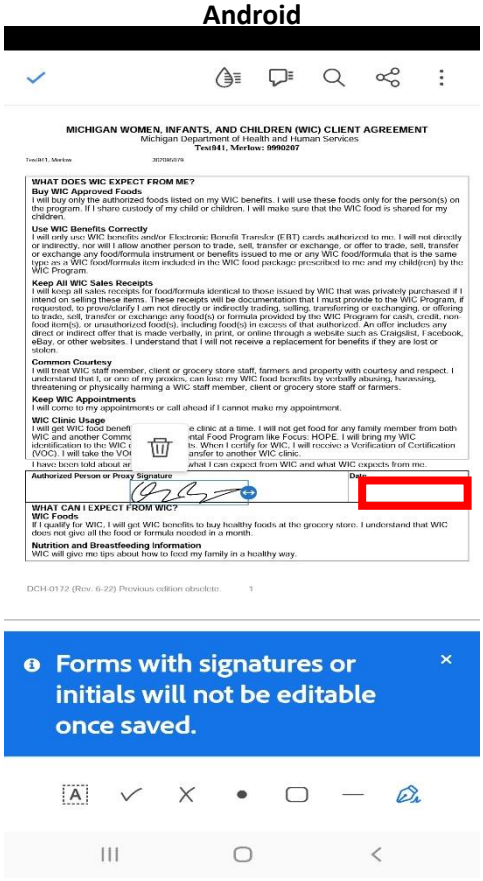
6. Next, tap the signature box, enter the date, and hit the share button in the top right corner of the screen.

iOS

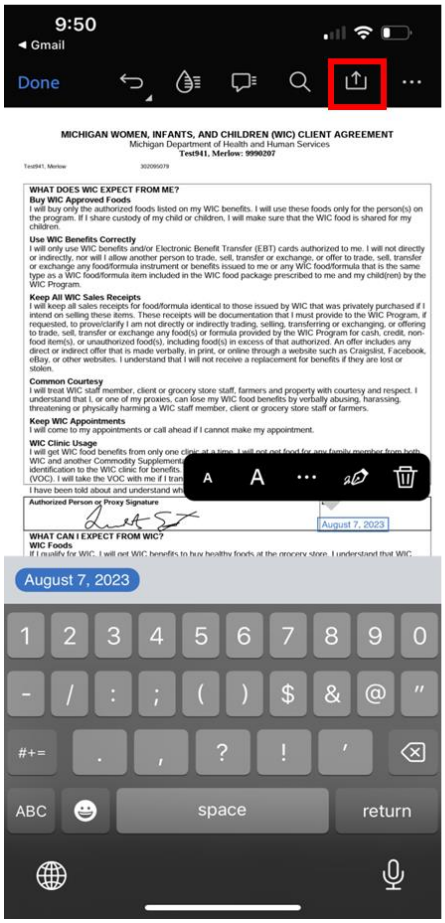


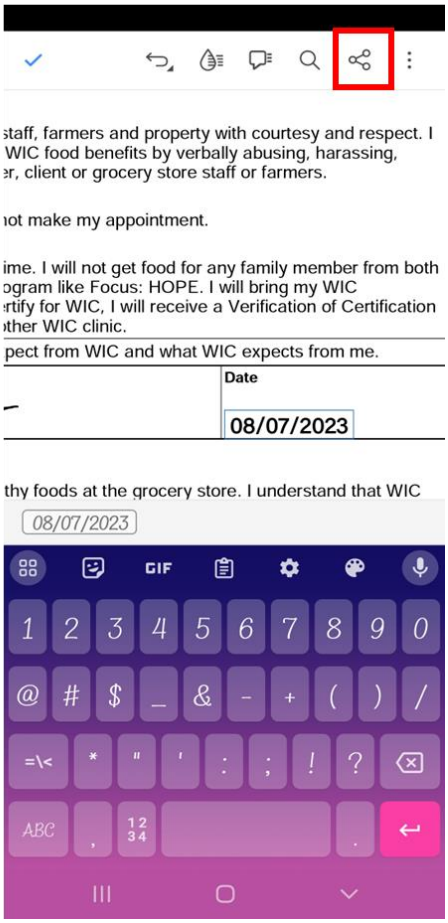
iOS

Android



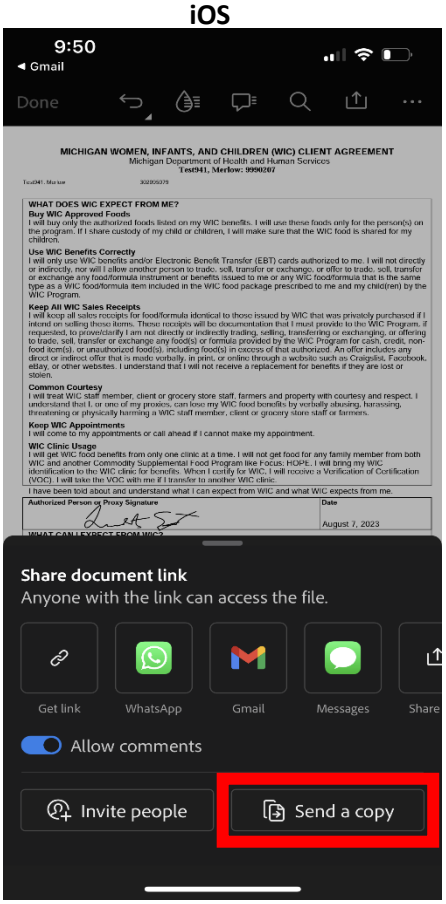
Android



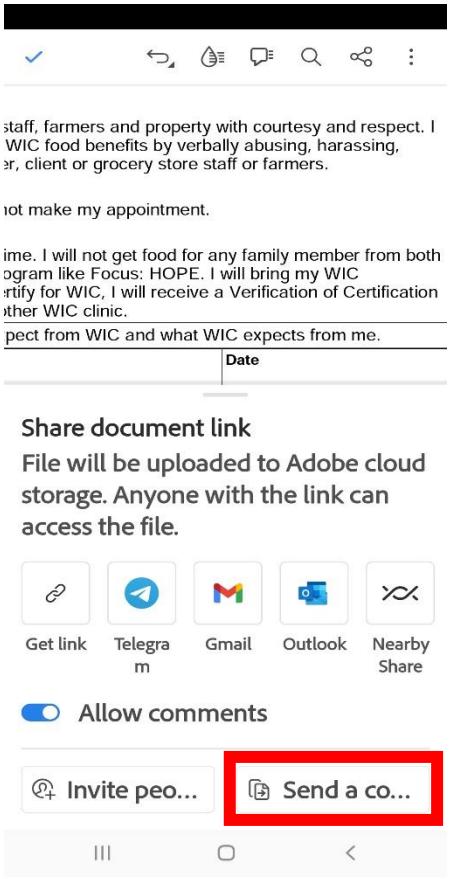


7. Select ‘Send a copy’ and the application you would like to send an email.

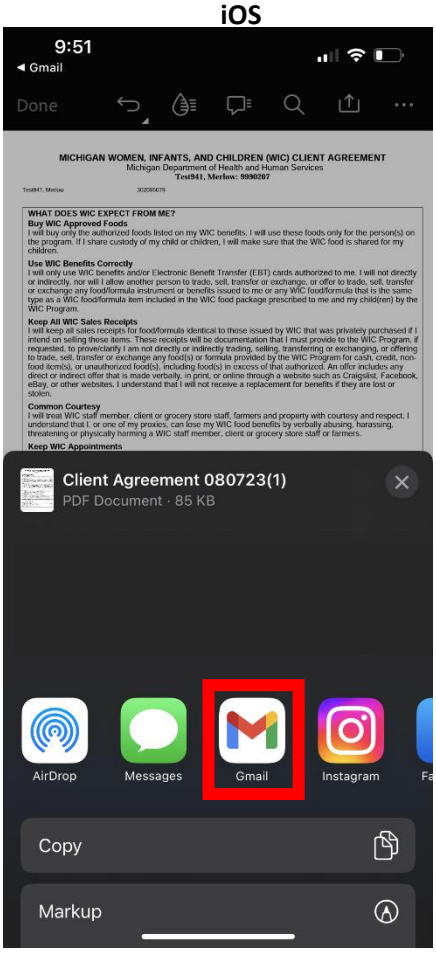
iOS



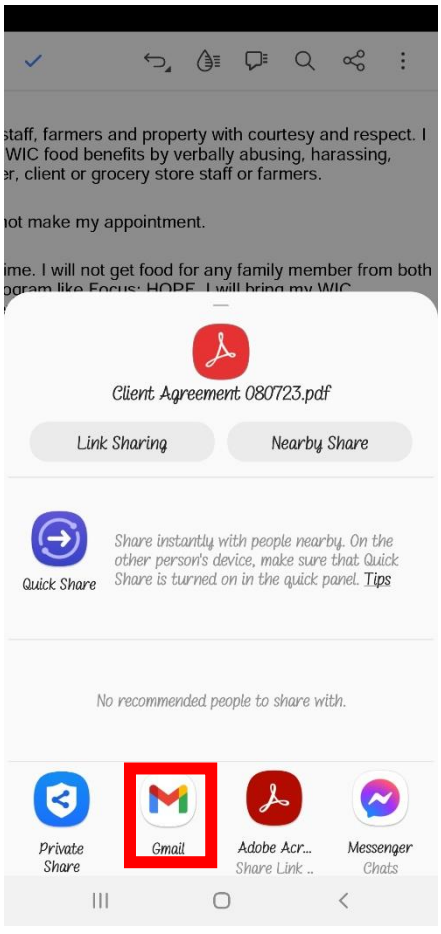
Android



iOS

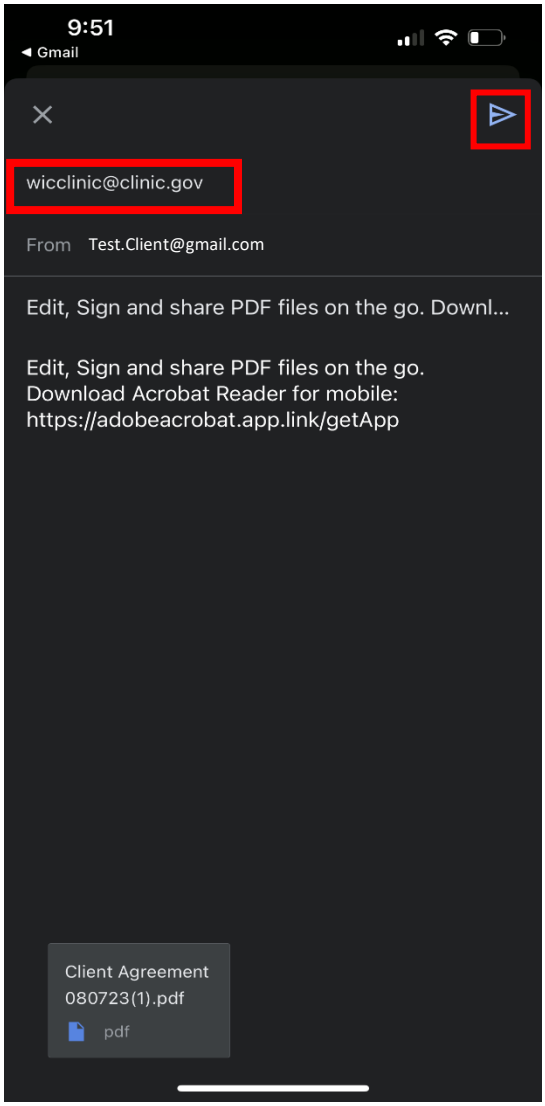


Android

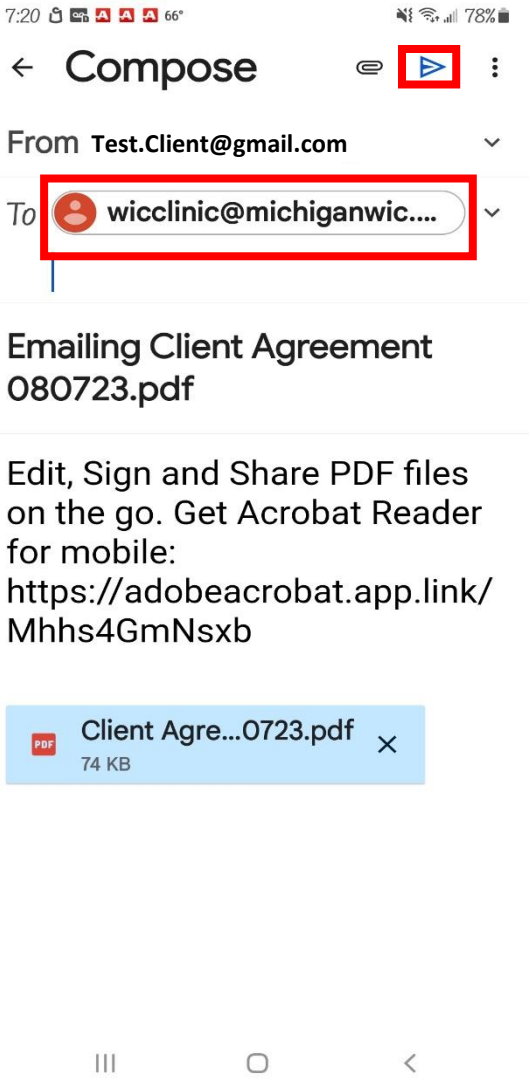


8. Type your WIC Clinic's email address in the email address bar and hit send.

iOS



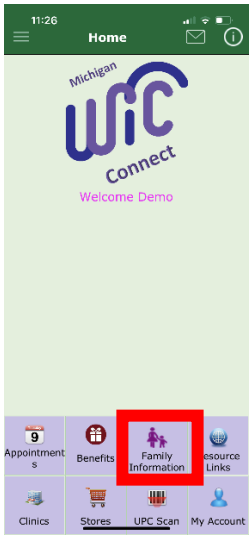
Android



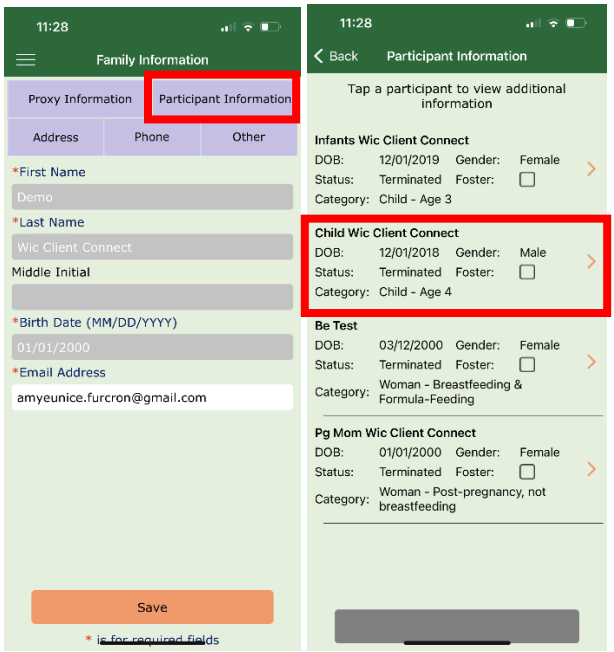
Sign the Physician Authorization Form

1. WIC Connect Mobile App

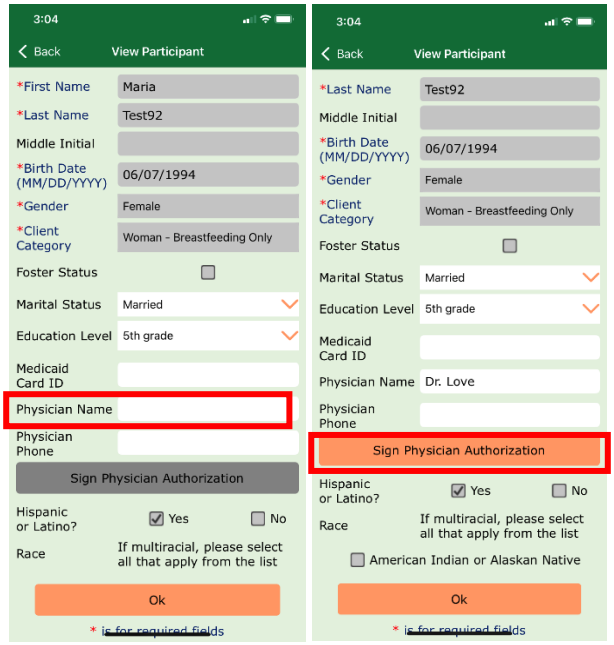
1. Log in to the WIC Connect Mobile App and click the 'Family Information' icon.



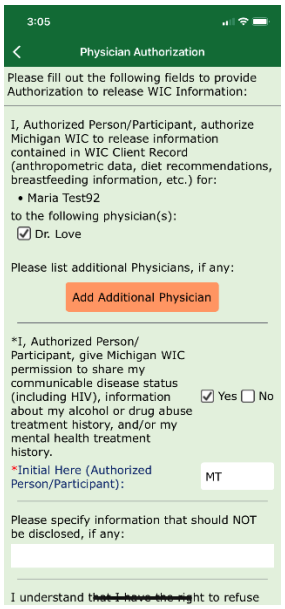
2. Next, click the 'Participant Information' button and select the family member that needs the authorization form completed.



3. For the selected family member, type in their physician's name. The 'Sign Physician Authorization' button will turn orange. Click this to sign the form.

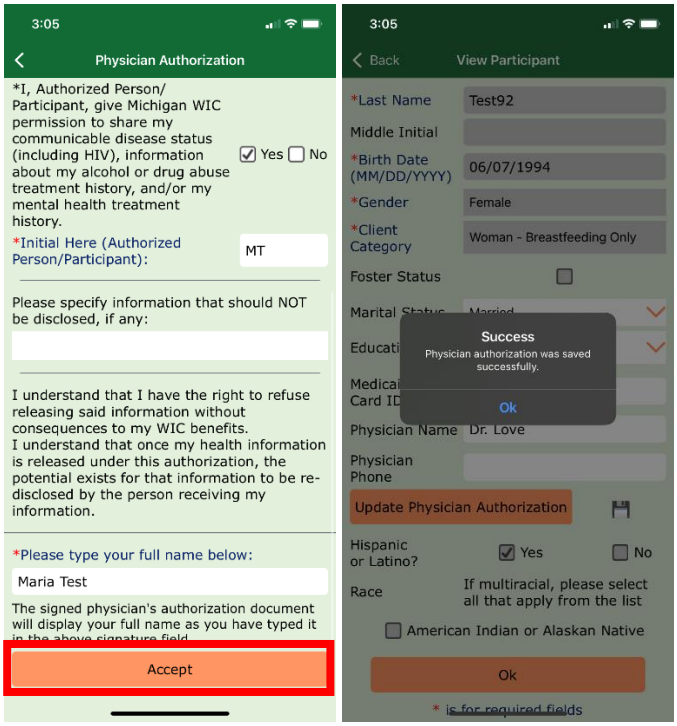


4. You will need to complete each portion of the form:



- Check the box next to the Physician's name.
- Add additional physician(s) as needed.
- Check the box to give their authorization.
- Enter your initials.
- List any information that should not be disclosed.
- Type your full name in the text box to sign the form.

5. Once the form is completed, you will click the ‘Accept’ button, and the below message will be displayed.



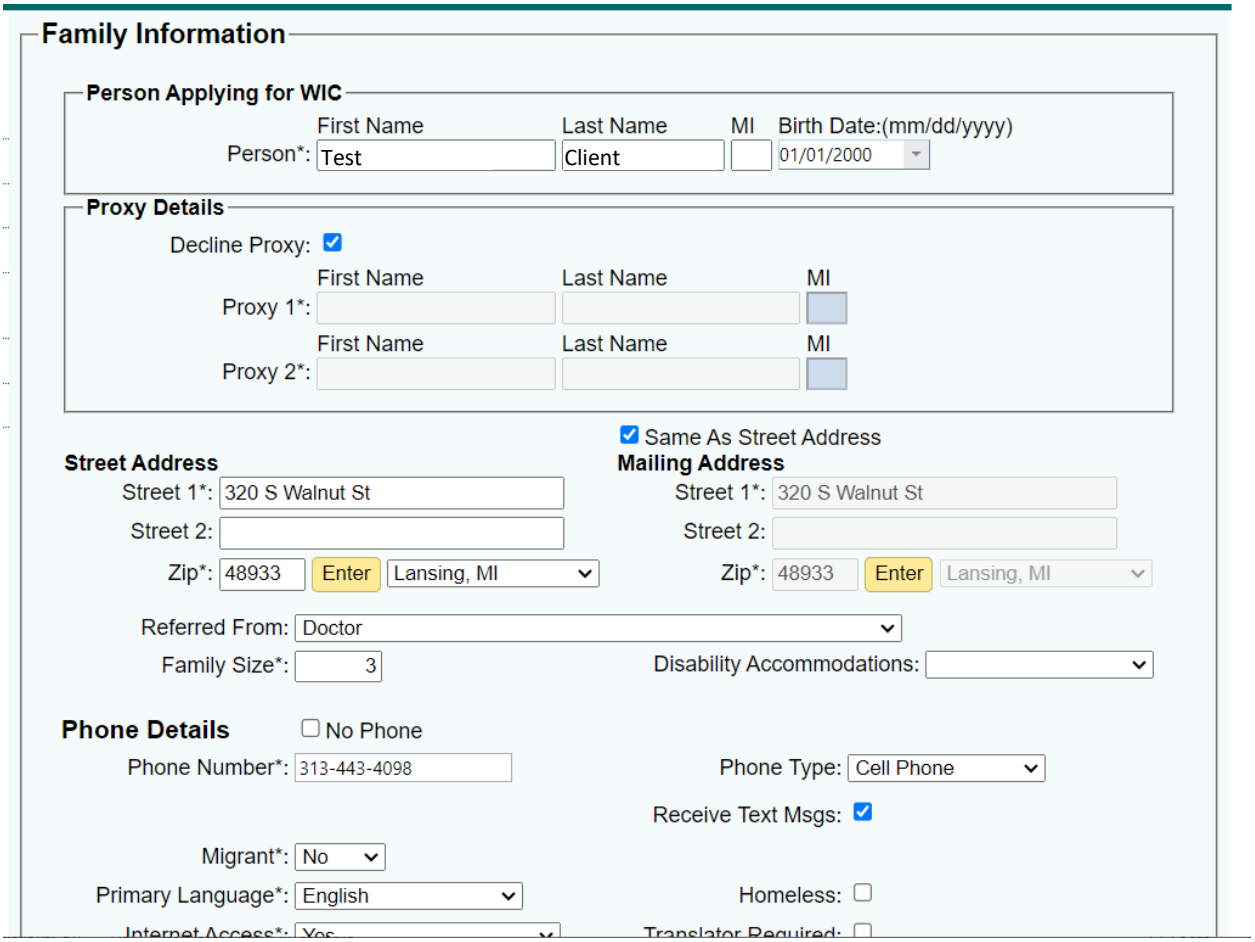
6. You can view or make changes to the form by clicking the ’Save’ icon next to the ‘Update Physician Authorization’ button.

Sign the Physician Authorization Form

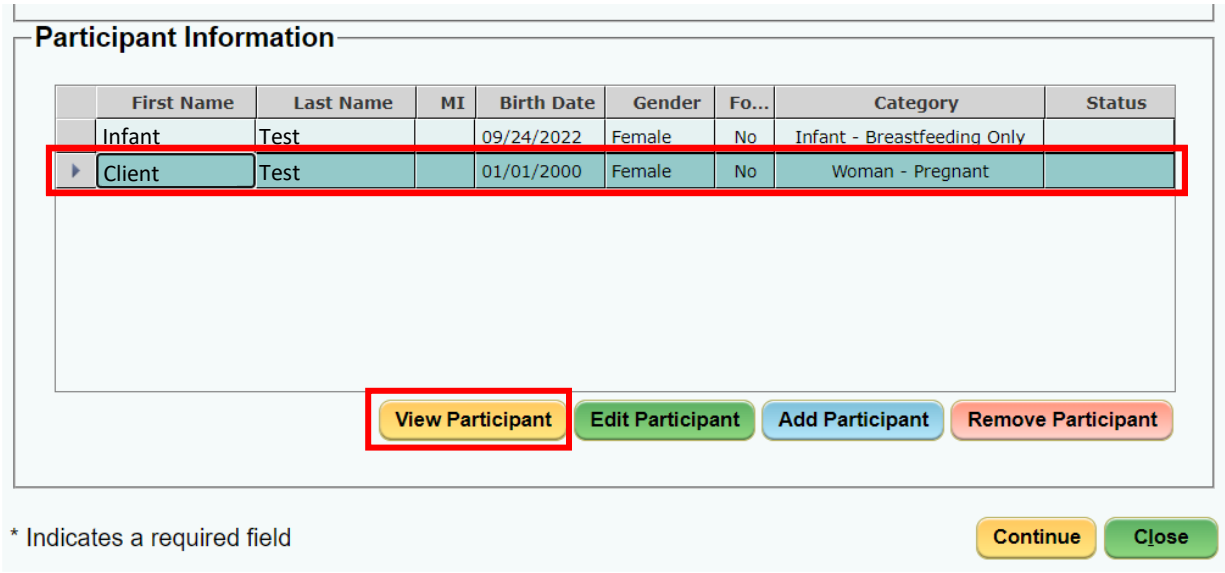
2. WIC Client Connect Online Portal

1. Log into the WIC Client Connect online portal and click ‘Schedule an appointment’.

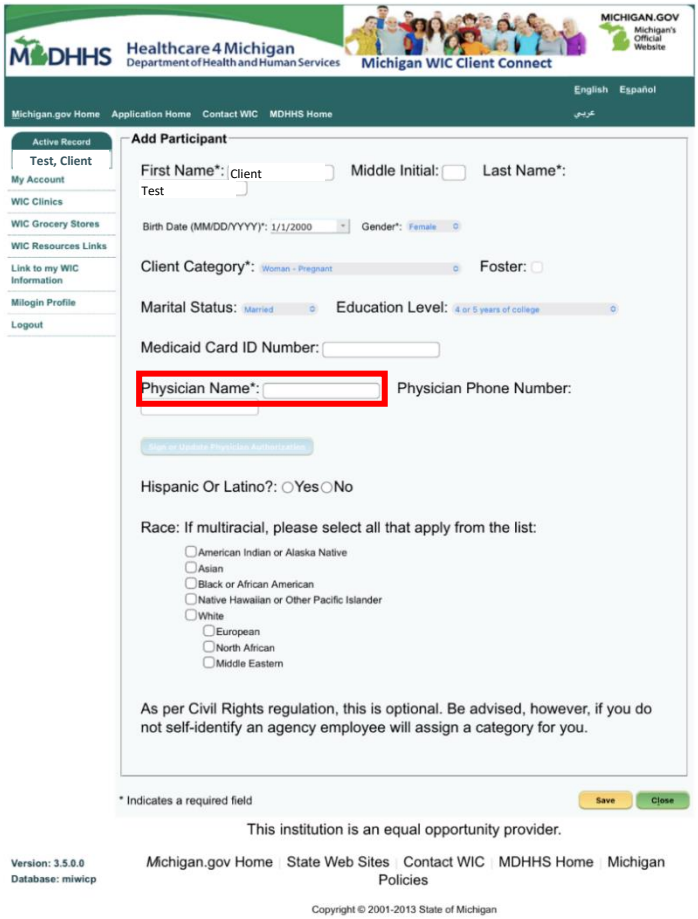
2. You will be taken to the ‘Family Information’ screen. Scroll down to the ‘Participant Information’ section.

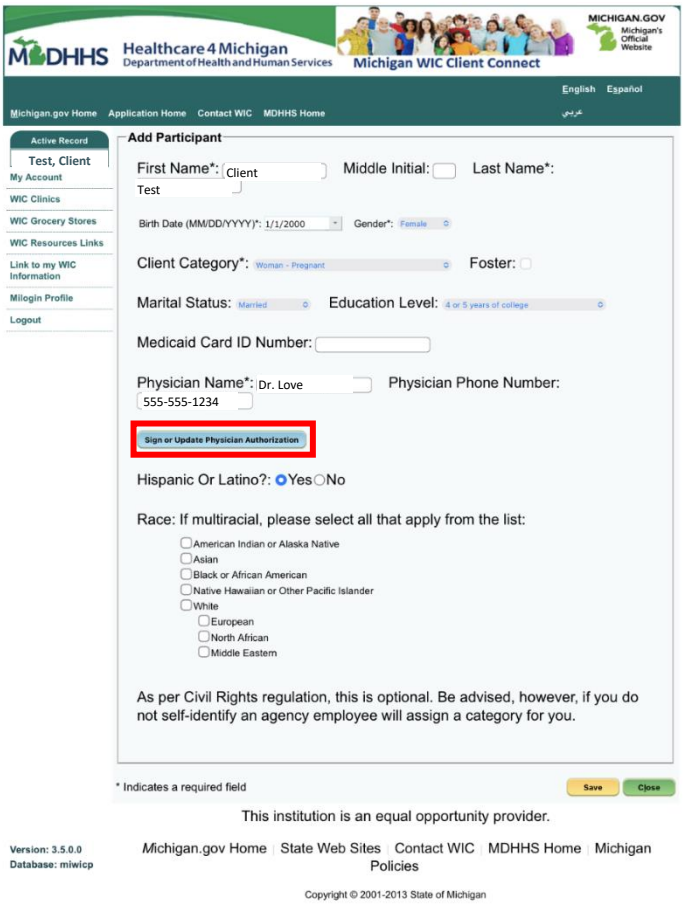


3. Click the row of the family member that needs the authorization form completed and select ‘View Participant’.

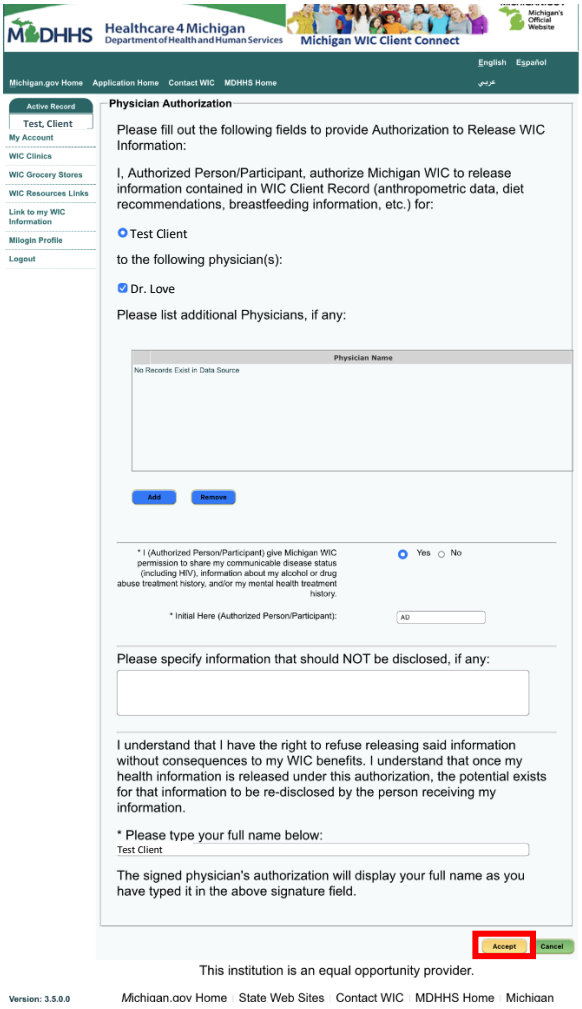


4. Enter the selected family member’s Physician Name to click on the ‘Sign or Update Physician Authorization’ button.



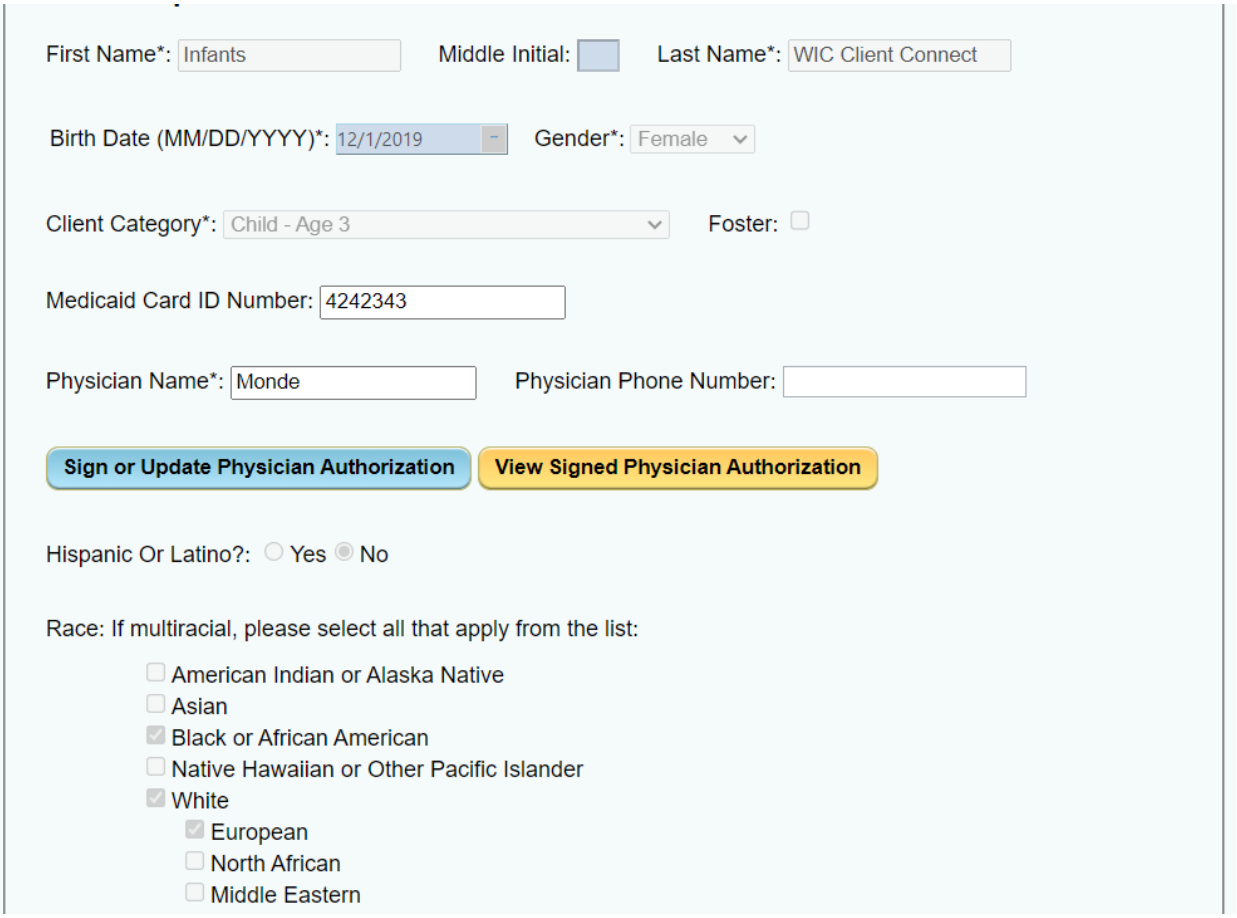


5. Once there, complete the required sections, and click the ‘Accept’ button at the bottom of the screen.



- Check the box next to the Physician’s name.
- Add additional physician(s) as needed.
- Check the box to give their authorization.
- Enter your initials.
- List any information that should not be disclosed.
- Type your full name in the text box to sign the form.

6. After completing the form, you will be taken back to ‘Participant’ screen where you will have the option to ‘Sign or Update Physician Authorization’ or ‘View Signed Physician Authorization’.



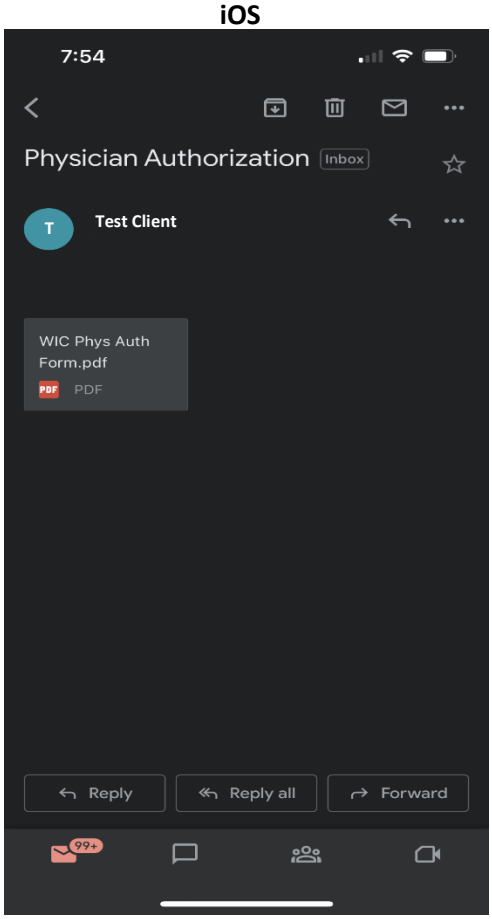
Sign the Physician Authorization Form

3. Adobe Acrobat Reader App on a Smart Phone

If you have another PDF reader on your smart phone that allows you to sign documents, you do not need to download Adobe Acrobat.

1. Download Adobe Acrobat Reader from the Apple App Store or Google Play.
2. If you received your Physician Authorization Form via email, click on the PDF in the email.

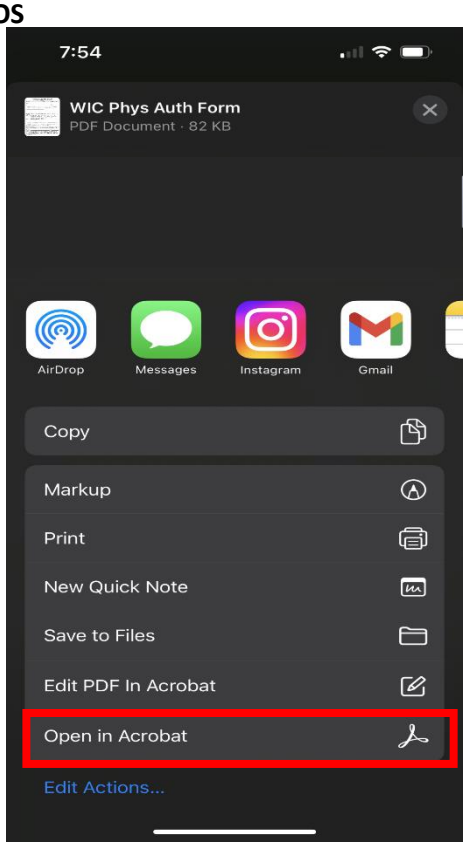
iOS



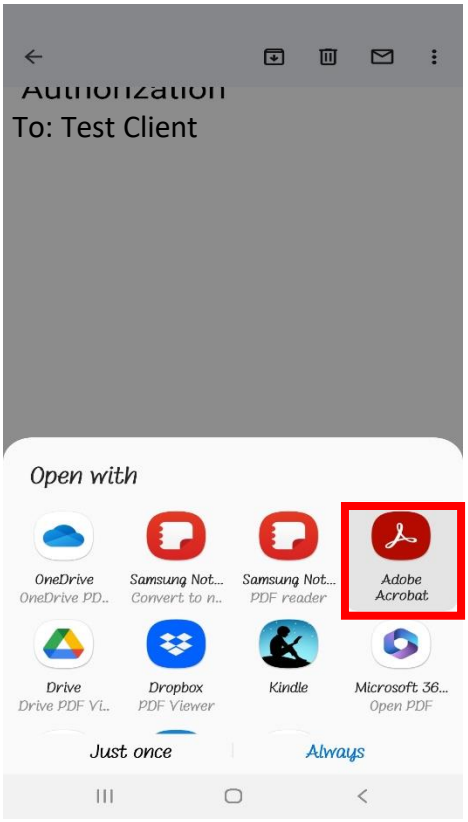
Android

3. Once the PDF is open, you will select which application you will use to edit the PDF.

iOS



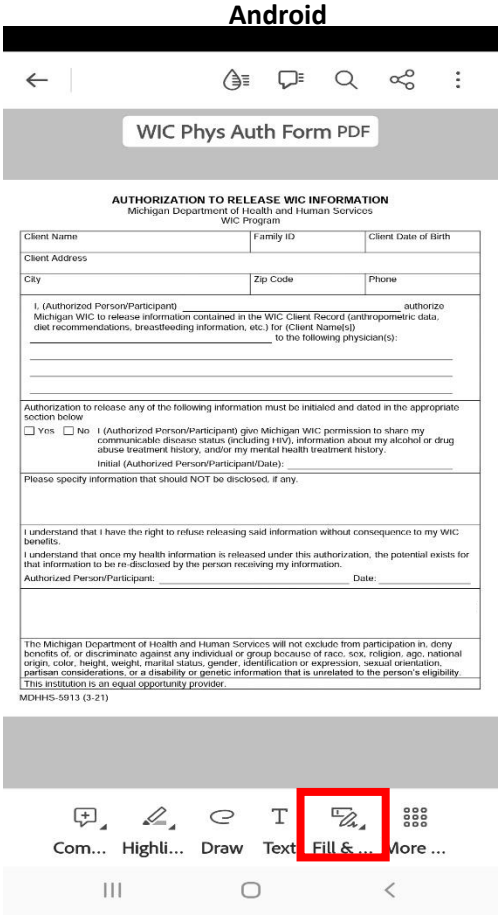
Android



4. Select 'Fill & Sign' to complete the form and add your signature and the date.

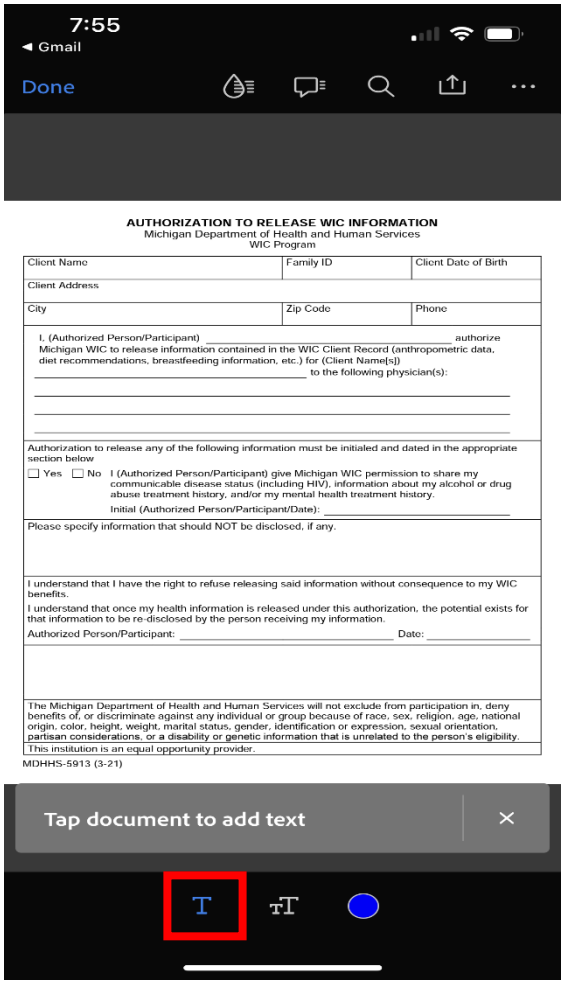
iOS

Android

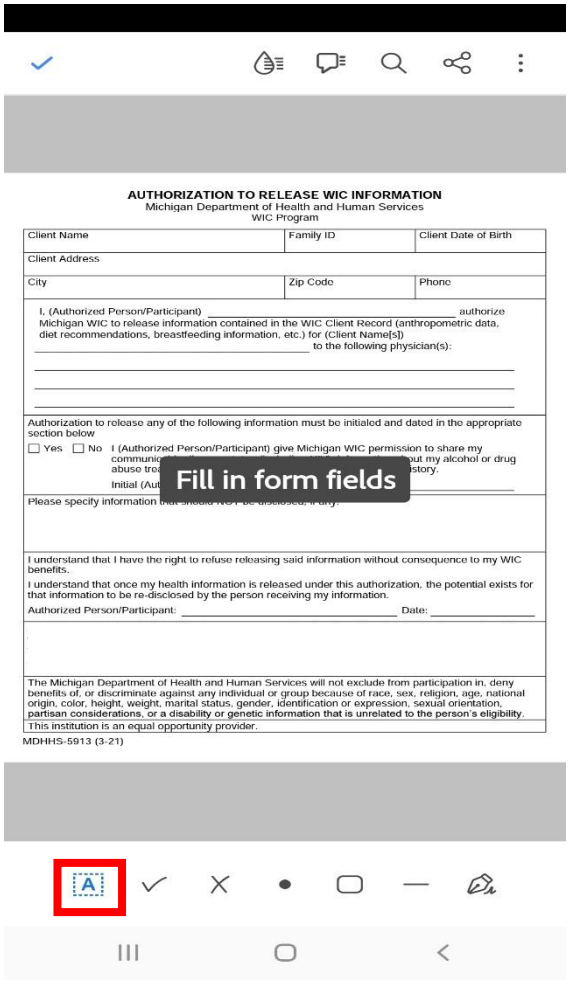


5. Select the text option, and then click in each box to complete the form.

iOS

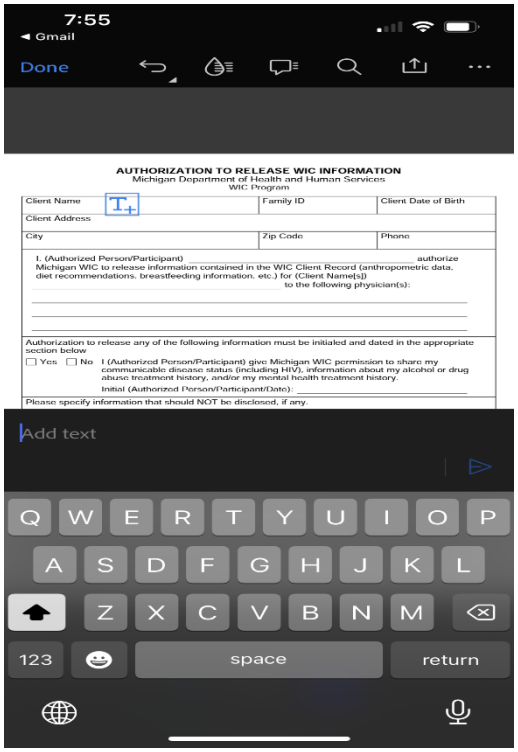


Android

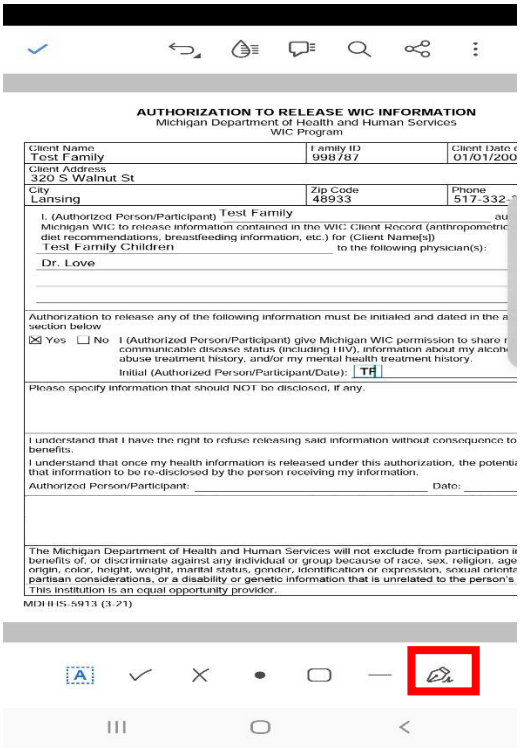


6. Then select the pen icon, add your signature, select done, and tap to add your signature to the form.

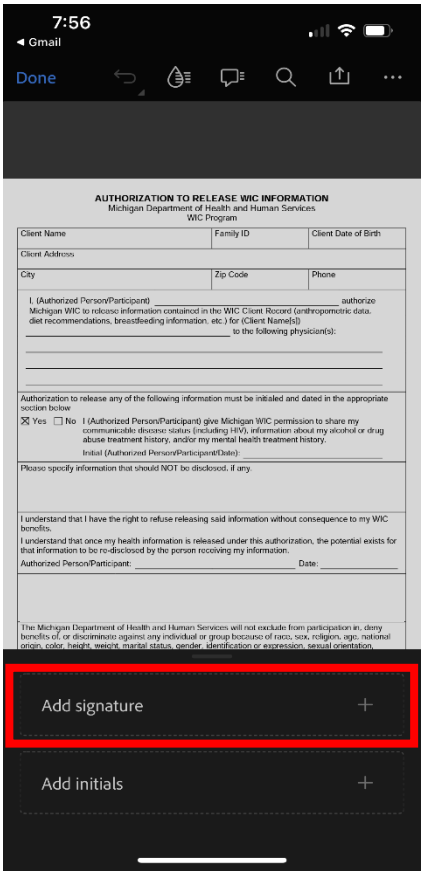
iOS



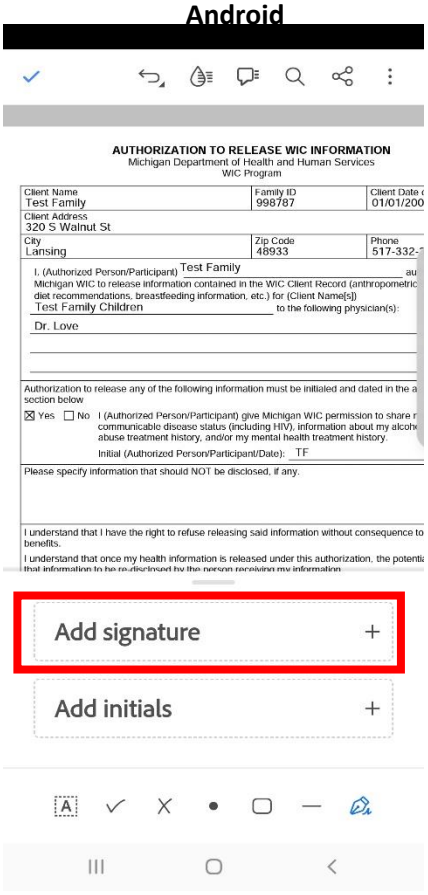
Android



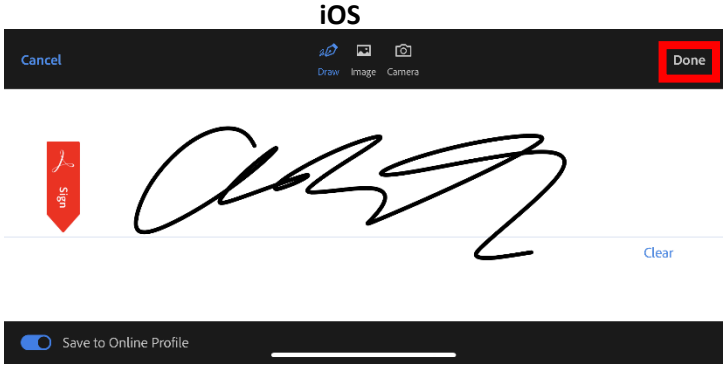
iOS



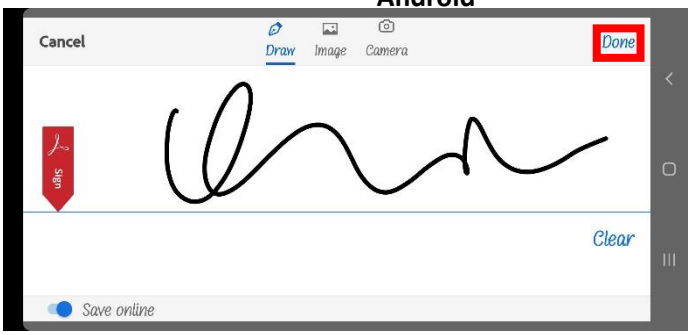
Android



iOS

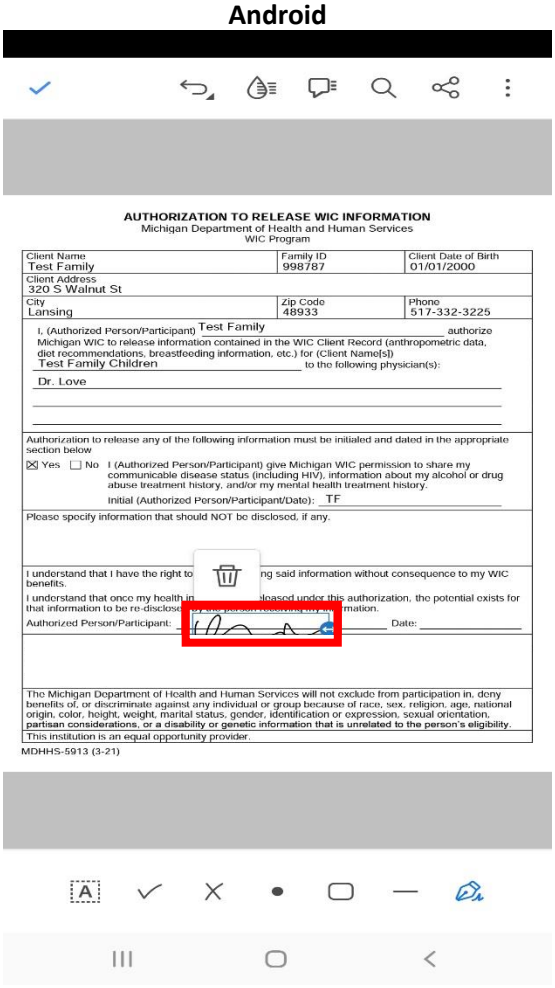


Android



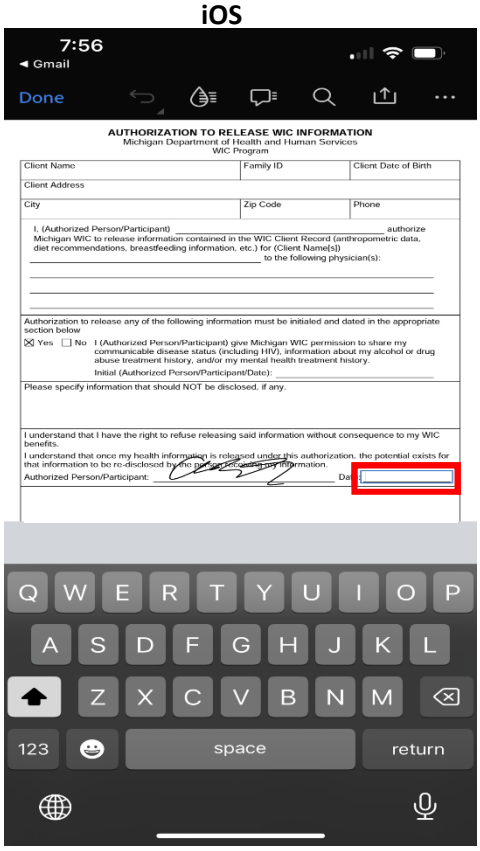
iOS

Android

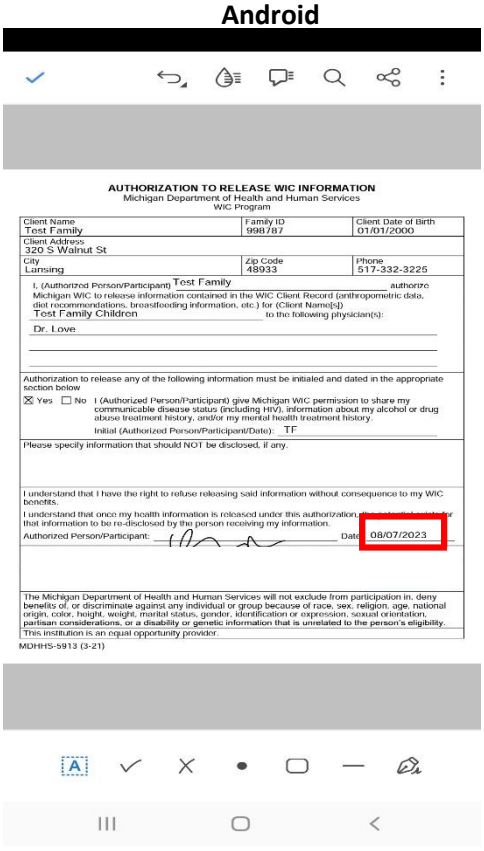


7. Next tap the date box to type in the date.

iOS

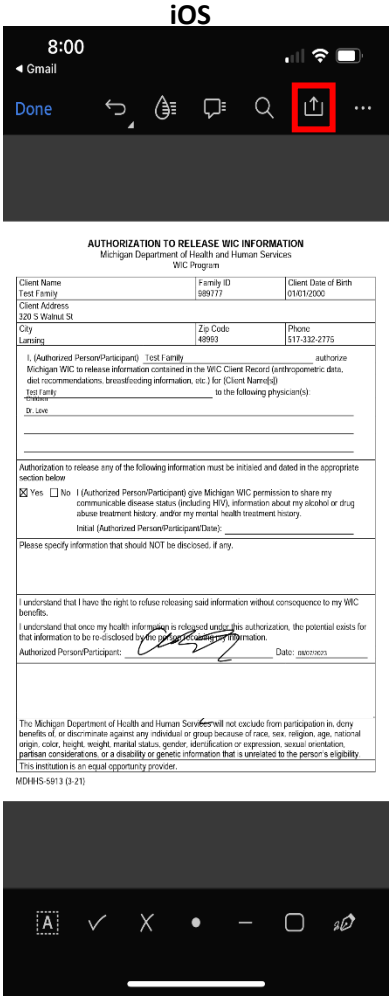


Android

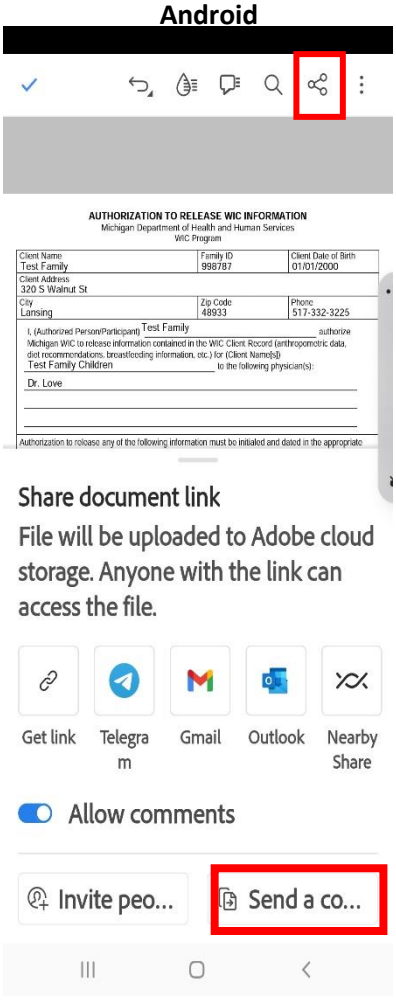


8. Click the share button in the upper right corner of the screen and ‘Send a copy’.

iOS

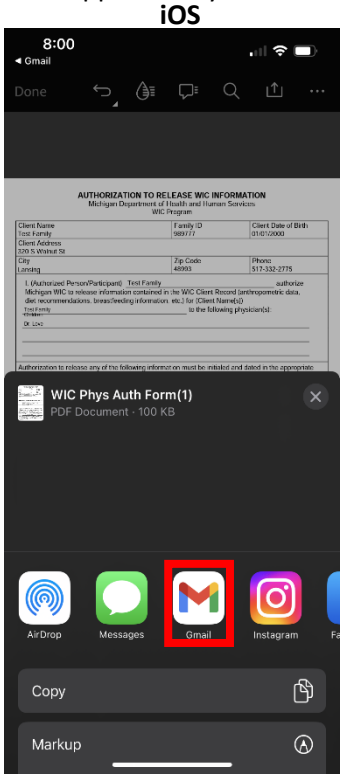


Android



9. Choose the application you would like to send an email.

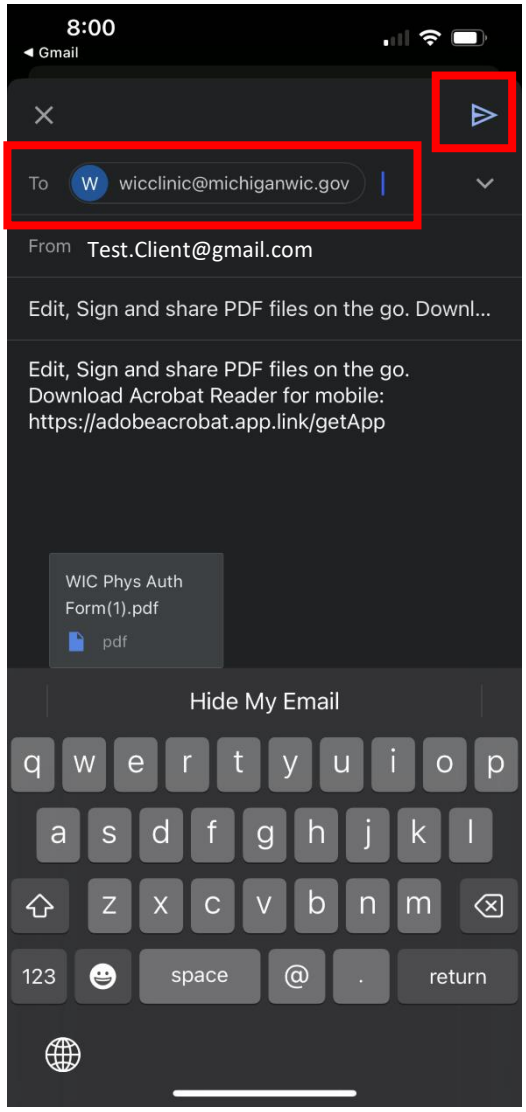
iOS



Android

10. Type your WIC Clinic's email in the address bar and send.

iOS



Android