



Completing and Signing PDF – PHIMS Terms of Use

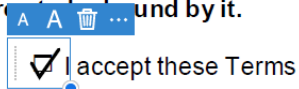
1. Open the PDF using Adobe Acrobat Reader.
2. Read the entire document
3. When you get to page 8...
4. Click the **Pen** icon  in the Tool Bar at the top (or side) of the screen.




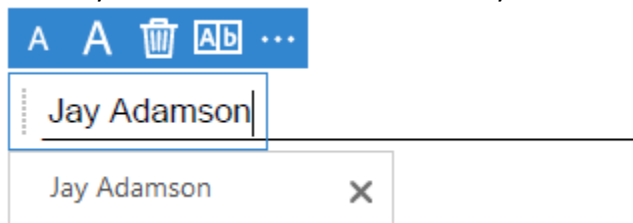
5. Scroll down to the “**I accept these terms**” check box and click the  icon and then click on the check box.

You may have to click on the icon twice to get it selected.

I have read and understand this Terms of Use document,
below I agree to be bound by it.



6. Click the **Text**  icon and move your mouse to the **Name** field.
You will see a blue box appear where the text will be entered.
7. Click anywhere in the blue box and enter your name.



8. Repeat step 5 for the **Date**, **Position** and **Employer/Authorized Organization** fields.
9. Select **File, Save As** in the following format Terms-of-Use-Employer-FirstName-LastName.
10. Send the completed form by email to the Shared Health Service Desk servicedesk@sharedhealthmb.ca. Subject Line: PHIMSTerms of Use