

Instructions for Completing The Flowery Vale Fitness Center Membership Application

The attached application consists of three forms (5 pages):

Application for Membership
Garrett County Area Agency On Aging Waiver & Release Form
Maryland Aging Program Information System Client Intake Form

The form can be completed at one time, or you may save the form to your local hard drive (or portable “thumb drive”), and complete the form at your leisure. It is a .PDF form, and requires Adobe Acrobat Reader to view/fill out (electronically). Phone numbers will automatically add parentheses and dashes, so you only need to enter the numbers. The form will automatically use information already provided throughout the remainder of the form where applicable in the appropriate fields if entered previously. Buttons at the end of the form allow the user to Clear, Print, or Submit (Print & Email) the form automatically.

The “*Medical Referral Form- Participation in Exercise Program*” form is a separate form and must be completed by the applicants’ health provider, and returned to FVFC.

You may simply complete the form, print it out, and send to:

Flowery Vale Health & Fitness Center
204 S. South St.
Accident, MD 21520
301-746-8050

You can also click the “Submit” button (at the bottom of the Intake form on pg. 5) to email and print the completed form automatically. If you submit the form, however, you will have to digitally sign the Release Form (pg. 3) at the Participants Signature field as shown below (figure 1)

Participants Signature: _____

Figure 1

By clicking on this field in the form, the user will be prompted for options to sign the document digitally either using an existing digital ID or creating one now (see figure 2).

Add Digital ID

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >

Figure 2

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If you have an existing digital ID, select one of the three options for retrieving your existing ID. If you don't have a digital ID, choose to create a digital ID now.

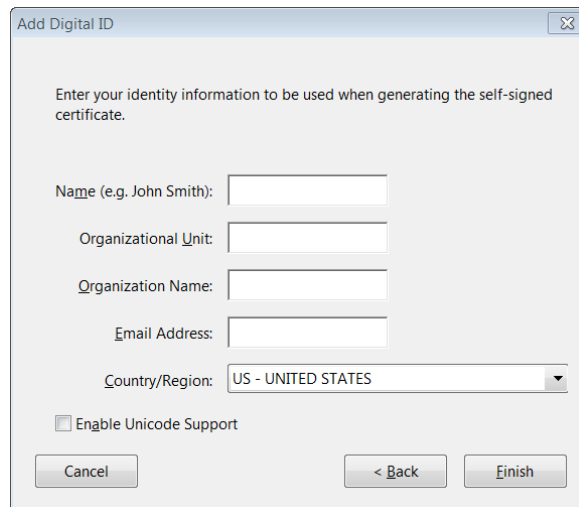
If you choose to create a new digital ID, (recommended), you will see the following window (figure 3).



The screenshot shows a dialog box titled "Add Digital ID". The main question is "Where would you like to store your self-signed digital ID?". There are two radio button options: "New PKCS#12 digital ID file" and "Windows Certificate Store". The "Windows Certificate Store" option is selected. Below each option is a brief description. At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Figure 3

You may store the ID with Windows Certificate Store (protected by your login), or you may create a portable file which can be saved to your local hard drive or thumb drive. We recommend selecting the "Windows Certificate Store" option and click "Next".



The screenshot shows the same "Add Digital ID" dialog box, but now it is asking for identity information. The text says "Enter your identity information to be used when generating the self-signed certificate." There are five input fields: "Name (e.g. John Smith)", "Organizational Unit", "Organization Name", "Email Address", and "Country/Region" (which is a dropdown menu currently showing "US - UNITED STATES"). There is also a checkbox for "Enable Unicode Support" which is unchecked. At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

Figure 4

Fill in the applicable information (at minimum, your name is required and the "Email Address is recommended", but you may omit the "Organizational Unit", "Organization Name", and "Enable Unicode Support options). Then click the "Finish" button to continue.

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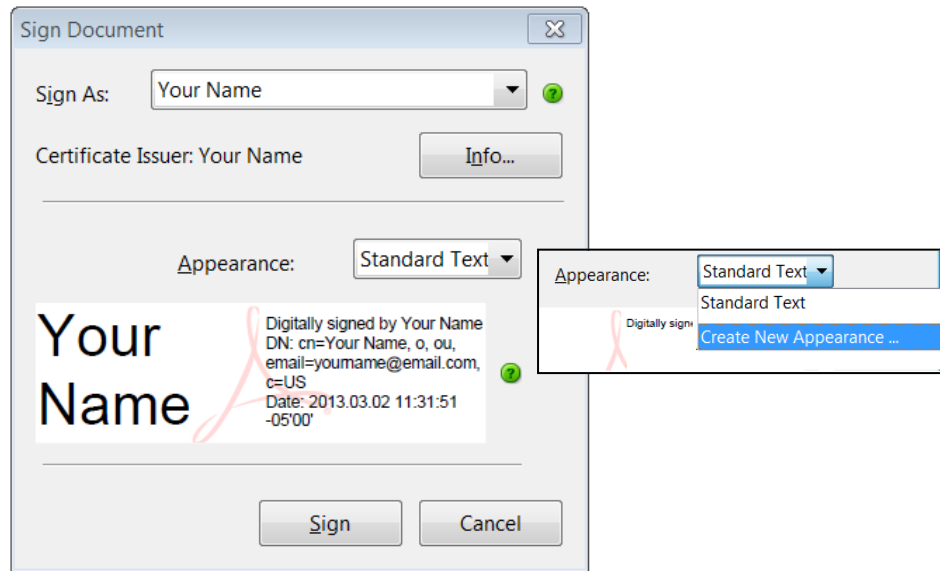


Figure 5

When the “Sign Document” window appears (Figure 5), the default appearance should show “Standard Text”. If the default is not “Standard Text”, click the dropdown arrow next to “Appearance” and select “Standard Text” then click the “Sign” button.

A text representation of your name will appear with your email address, and the document is digitally signed.

Participants Signature: Your Name
Digitally signed by Your Name
DN: cn=Your Name, o, ou,
email=youname@email.com, c=US
Date: 2013.03.03 11:47:07 -05'00'

If you have a .PDF file of your written signature, you can optionally select Create New Appearance from the “Appearance” dropdown (Figure 5), and import the PDF graphic file from the Configure Signature Appearance window (Figure 6).

Note: You can create a .PDF file of your signature if you have a scanner that will scan to PDF, or you can print a .JPG (picture file) of your scanned signature to a PDF file using a PDF file converter such as “[PrimoPDF](#)” or equivalent application.

You can download PrimoPDF from <http://www.primopdf.com/>

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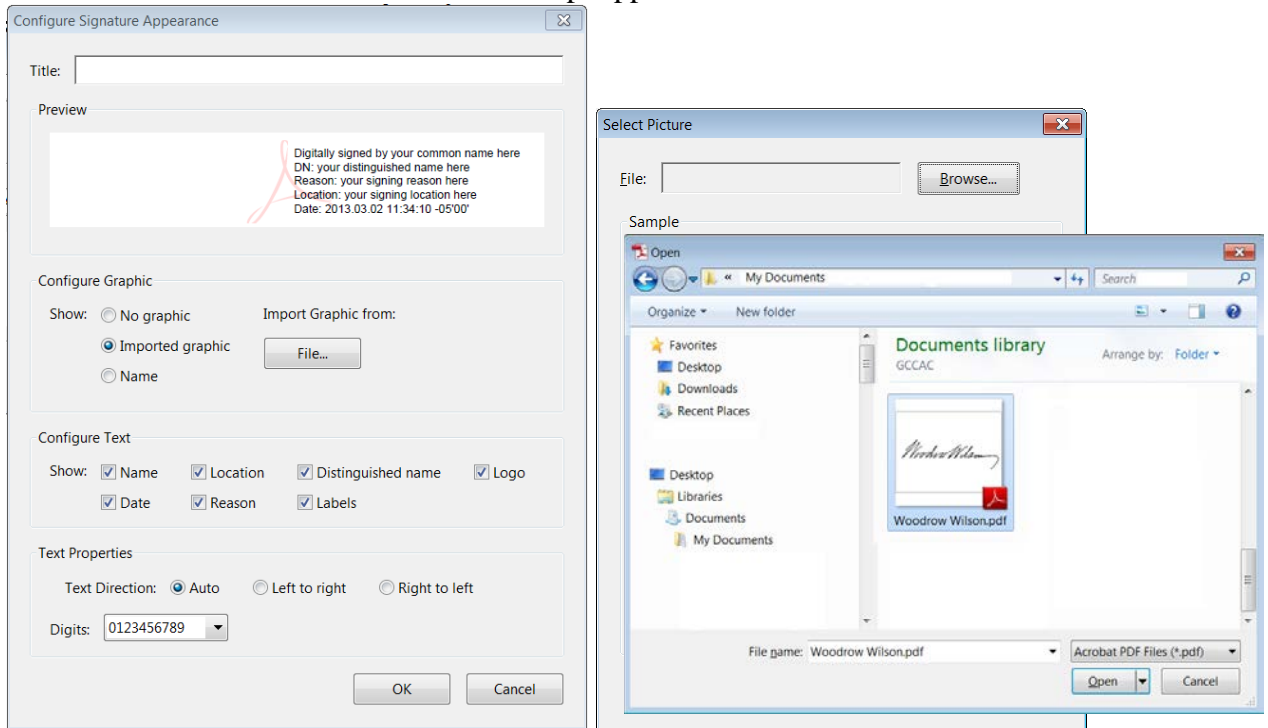


Figure 6

Click the *radio* button next to “Imported graphic”, and then click the “File” button, and then the “Browse” button to locate the PDF graphic file (Figure 6). Click the file with the PDF image of your signature and click the “Open” button to import the file.

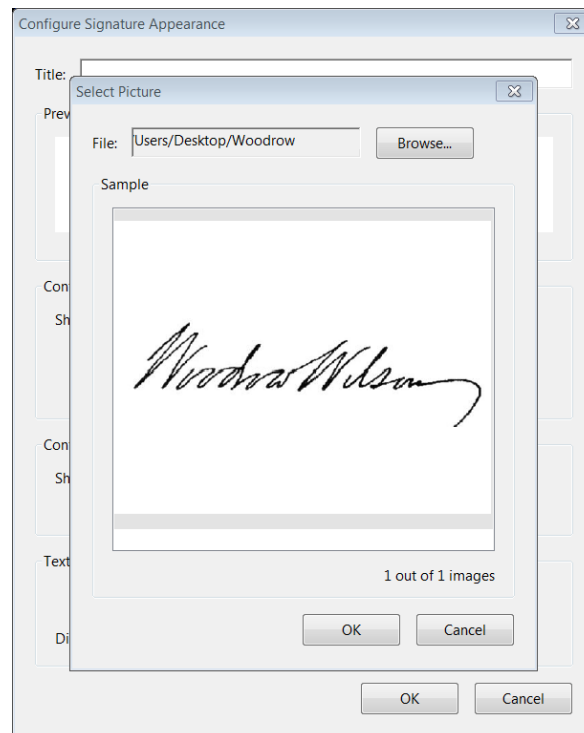


Figure 7

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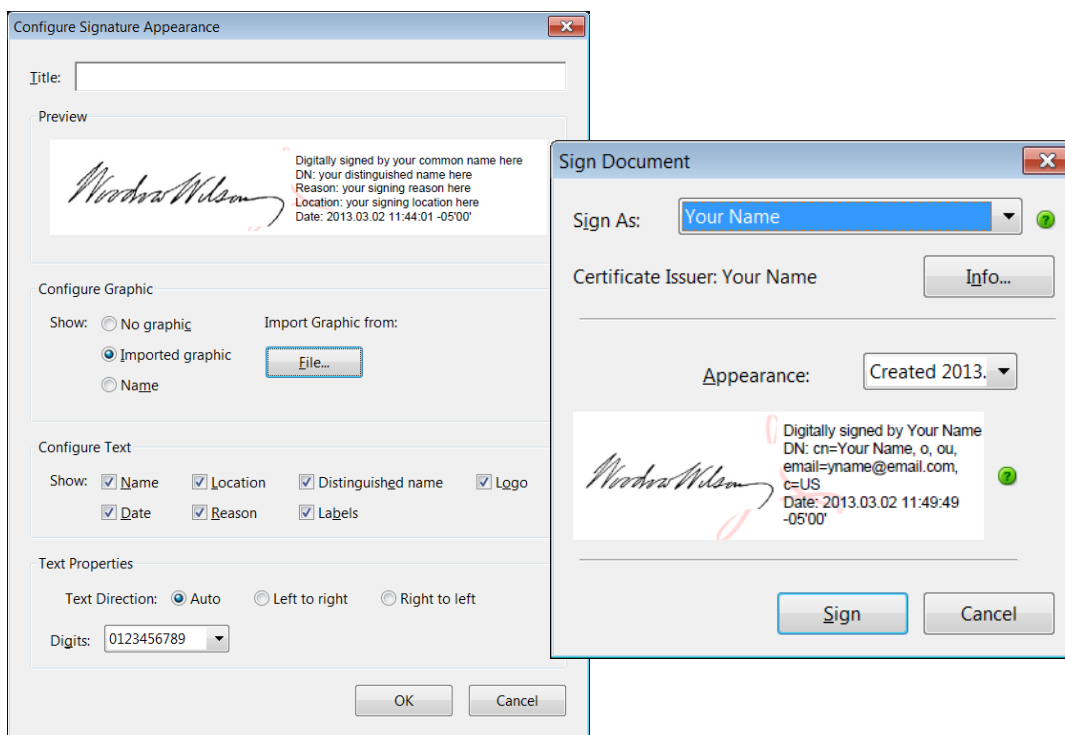


Figure 8

Then Click “OK” on the select picture window to enter the graphic (Figure 7).
Now click “OK” on the Configure Signature Appearance window to accept the change.
Now click the “Sign” button (Figure 8), to enter your digital ID in the signature field.

The form then requires you to save the signed file (save the file as you wish), and then the form displays the digital signature with the digital information (Figure 9)

Participants Signature: _____

Figure 9

You can now click the “Submit” button to send the signed document via email to FVFC.

Optionally, you can print the completed document, sign the form manually and mail it, fax it, or scan and email the form to Tiffany Weeks at tweeks@garrettcac.org.

For more information about Adobe Digital IDs click the link below:

http://help.adobe.com/en_US/acrobat/X/pro/using/WS11dd809af63f0e1e-43e0464b12b4384d3b6-8000.html