Charitable Health Coverage program

How to apply using your computer or mobile device

These guidelines tell you how to apply for the Charitable Health Coverage program by either using a fillable PDF form or scanning your completed form and supporting documents with your computer or mobile device.

You'll find step-by-step instructions on:

- Where to find a fillable form
- How to use a fillable form
- How to scan documents with your iPhone® or iPad®
- How to scan documents with your Android™
- How to scan documents using Google Drive™

Helpful tip

To avoid processing errors, it's **best to submit a fillable form with typed text** — not a handwritten form.

Where to find a fillable form

Northern California
Visit kp.org/chcp/apply.

Southern California
Visit kp.org/chp/apply.

Georgia
Visit kp.org/gabridge/communitypartners.

Maryland/Virginia
Visit kp.org/mas-chap/apply.

Oregon
Contact Project Access NOW at **971-205-7676.**

iPhone and iPad are registered trademarks of Apple, Inc. Android and Google Drive are trademarks of Google LLC.

KAISER PERMANENTE®

How to use a fillable PDF form with your computer

- Download the latest version of Adobe Acrobat Reader at get.adobe.com/reader. Depending on the version of Adobe Acrobat Reader you use, these steps may vary.

- Before filling in the form, save it to your computer by following these steps:
  - Right-click on the form and click **Save As.**
  - Save it to your desktop or documents.

- Open the saved form from your computer.

- Fill in the form by completing all applicable sections. Then:

Create a digital signature

- Click on the **Required Signature** field.

- Select **Create a new Digital ID** and click **Continue.**

- Select **Save to File** and click **Continue.**

- **Note:** Kaiser Permanente accepts digital signatures as a form of authentication.

- Fill in the **Name** and **Email Address** fields and click **Continue.**

Adobe, Acrobat, and Reader are registered trademarks of Adobe in the United States and/or other countries.

KAISER PERMANENTE®

- Confirm where your digital signature will be saved.

- Create and confirm a password.

- Click **Save.**

- Confirm the information is correct and click **Continue.**

- The digital signature you just created will appear.

- Enter your **password**.

- Click **Sign.**

- Your digital signature will appear with a date and time stamp.

- Save your information and password so you can use it again.

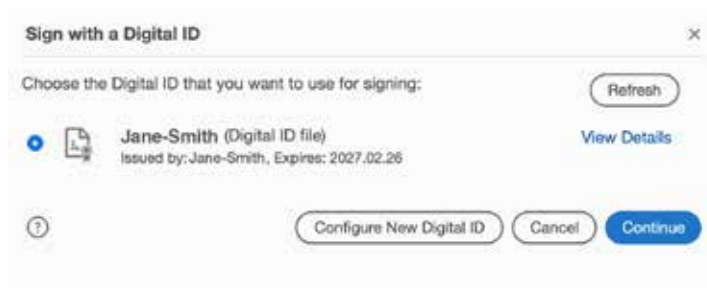- **Note:** There may be multiple required signatures. See the form instructions for requirements.

- Once you've finished the form and provided your digital signature, save the completed form to your computer.

- Email the completed form and supporting documents to CHC-Applications@kp.org.
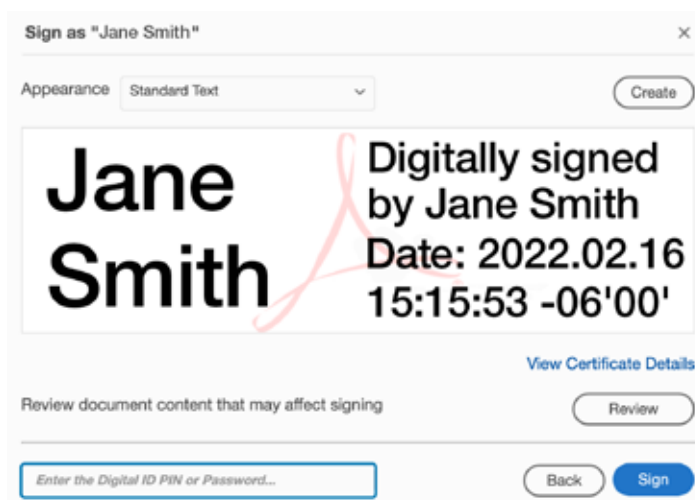
How to use a fillable PDF form with your computer *(continued)*

How to use a digital signature after you've set it up

- Click on the signature field within your form.

- Confirm the right Digital ID (digital signature) file is selected.

- Click **Continue.**

- Enter the password you previously created.

- Your digital signature will appear on the form.

- Once you've finished the form and provided your digital signature, save the completed form to your computer.

- Email the completed form and supporting documents to CHC-Applications@kp.org.

KAISER PERMANENTE®
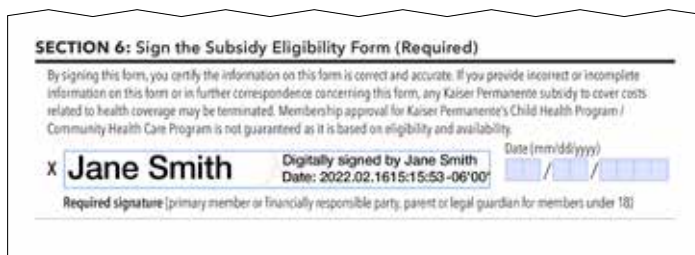
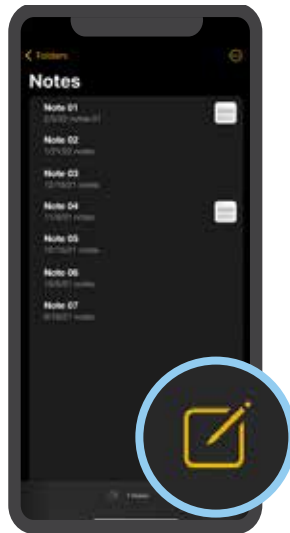# How to scan documents with your iPhone or iPad

If you can't use a fillable PDF form, you can fill out a paper form by hand and scan it using the Notes app on your Apple mobile device.

Before scanning, make sure you have your completed form and supporting documents with you. Make sure to scan all the pages in one file.
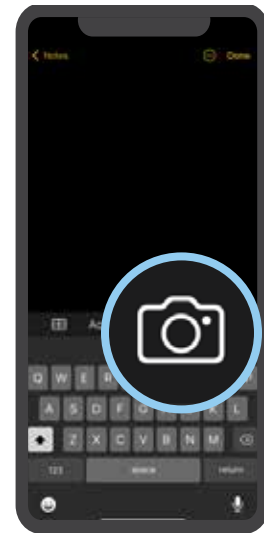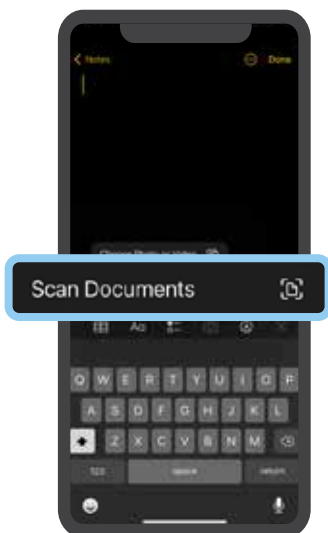
1. Open **Notes** on your iPhone or iPad.

2. Create a **new note.**

3. Tap the **camera button.**

4. Tap **Scan Documents.**

5. Line up the **document** you want to scan.
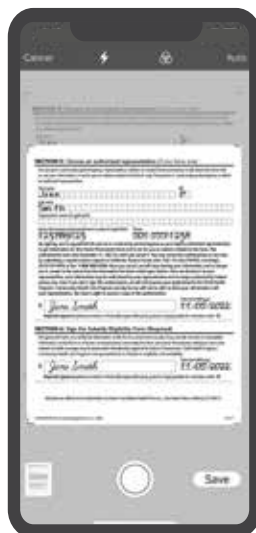
6. Tap the **shutter button** if the scanner doesn't automatically scan the document. **Repeat this step for every document you want to scan.**

7. Tap **Save** after you've scanned all of the necessary pages. The button will have a count of how many pages you scanned.

8. The scanned pages will populate in a new note in the Notes app.

KAISER PERMANENTE®

9. To email your scanned document, locate it in **Notes** and double-tap to open.
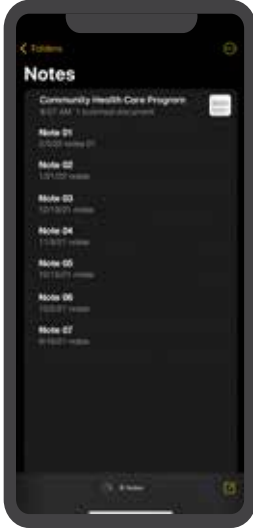
10. Tap the upper right-hand corner.

11. Tap **Send a Copy.**
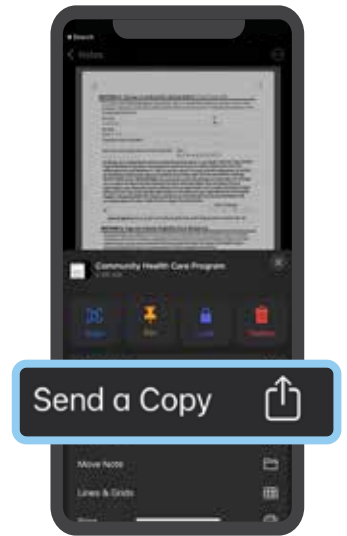
12. Tap the **mail button.**

13. Send email to CHC-Applications@kp.org.

Helpful tips

- To avoid processing errors, fill out your form in print or block script, not cursive or longhand.
- **Make sure to scan all the pages of your form in one file. You do not need to scan instructions.**
- Keep a copy of the completed form(s) and supporting documents in case there are questions or issues with processing.

KAISER PERMANENTE®

How to scan documents with your Android

If you can't use a fillable PDF form, you can fill out a paper form by hand and scan it using the camera app on your Android mobile device.

Before scanning, make sure you have your completed form and supporting documents with you. Make sure to scan all the pages in one file.

Note: To use this feature, you'll need the One UI 2 update, or Android 10.
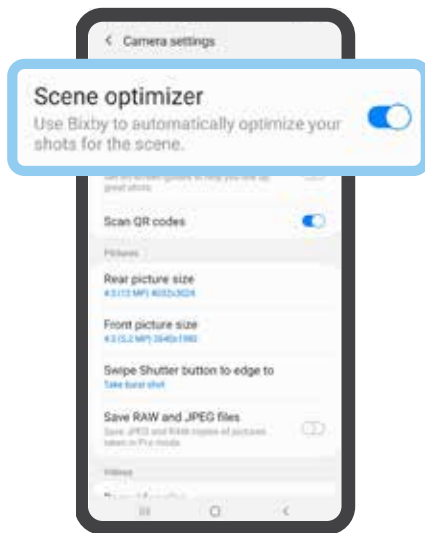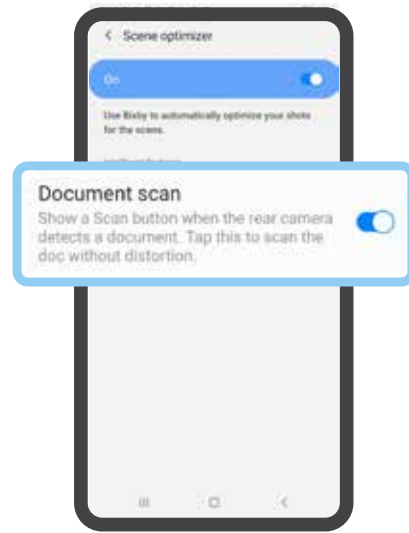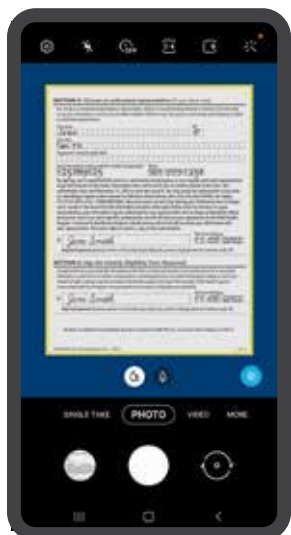
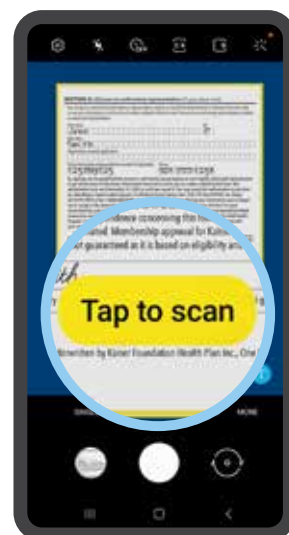1. Open your Camera app settings and choose **Scene optimizer.**

2. Turn on **Document scan.**

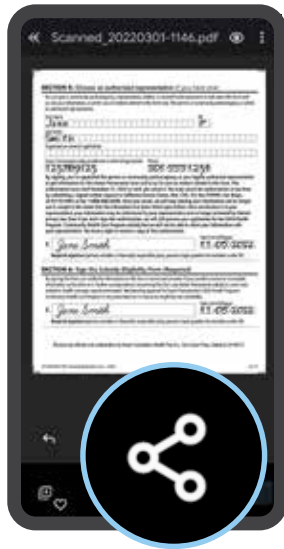3. Point your phone at your document. The scanner will highlight the document's borders in yellow.

4. **Tap to scan** when you're ready, and the document will be stored in your gallery.

KAISER PERMANENTE®

5. Find the scan in your gallery and tap the **share button.** Make sure you send all scanned pages in one email.

6. Email the scanned document to CHC-Applications@kp.org.

Helpful tips

- To avoid processing errors, fill out your form in print or block script, not cursive or longhand.

- **Make sure to scan all the pages of your form in one file. You do not need to scan instructions.**

- Keep a copy of the completed form(s) and supporting documents in case there are questions or issues with processing.

KAISER PERMANENTE®

How to scan documents using Google Drive

If you can't use a fillable PDF form, you can fill out a paper form by hand and scan it using Google Drive on your mobile device.

Before scanning, make sure you have your completed form and supporting documents with you. Make sure to scan all the pages in one file.
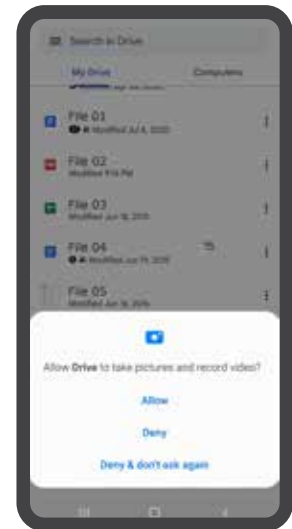
1. Scan your documents directly into Google Drive by tapping the **plus button.**
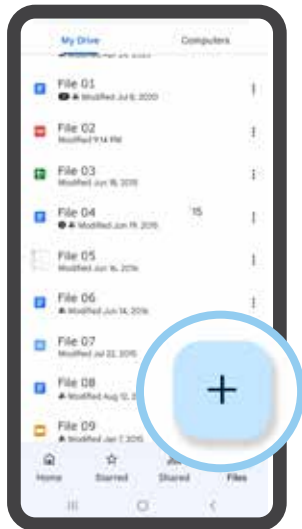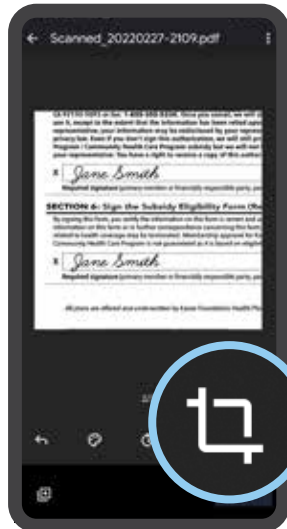
2. Select **Scan.**
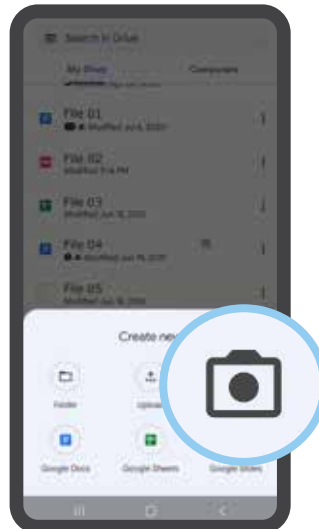
3. It may ask for permission to access the phone's camera. If so, tap on **Allow.**

4. Fill up the screen with the document and tap the capture button.

5. After you scan the document, a preview will appear. Tap on the **crop tool** to make adjustments.

6. Tap, hold, and drag on the dots to change the area that is scanned and uploaded.

KAISER PERMANENTE®

How to scan documents using Google Drive *(continued)*
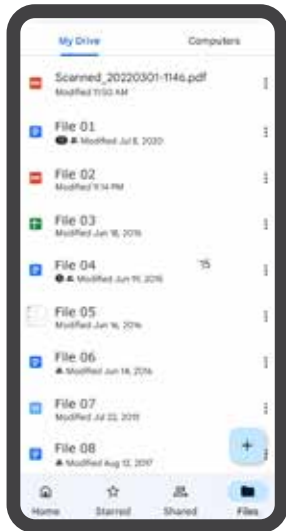
7. Once finished, tap **Done.**

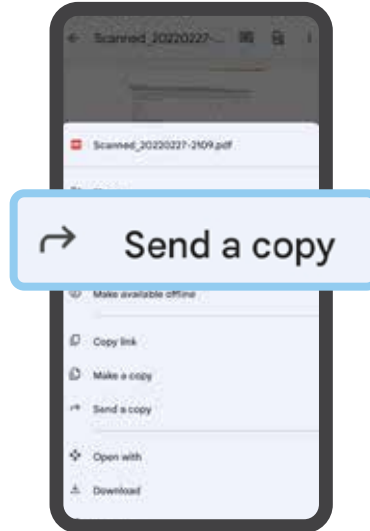8. Tap the **plus icon** to add more pages to the document.

9. Tap **Save** to finish and upload the document to Google Drive.
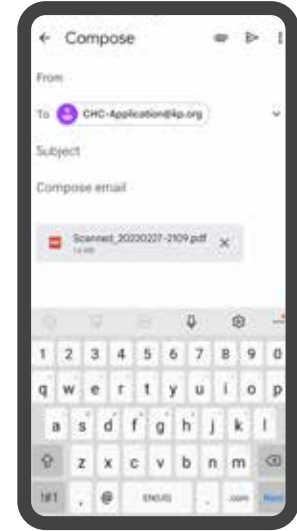

10. Uploaded scans are added to Google Drive as PDFs.

11. Tap **Send a copy** to share the file over email.

12. Email the scanned document to CHC-Applications@kp.org.

Helpful tips

- To avoid processing errors, fill out your form in print or block script, not cursive or longhand.
- **Make sure to scan all the pages of your form in one file. You do not need to scan instructions.**
- Keep a copy of the completed form(s) and supporting documents in case there are questions or issues with processing.

KAISER PERMANENTE®