

# How to apply using your computer or mobile device

These guidelines tell you how to apply for CHCP 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:

- How to get help completing your application
- [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.

## Get help completing your application

### California

Visit [kp.org/chcp/gethelp](#).

### Colorado

Visit [kp.org/cobridge/gethelp](#).

### Georgia

Visit [kp.org/gabridge/communitypartners](#).

### Hawaii

Visit [kp.org/hhap/gethelp](#).

### Maryland/Virginia

Visit [kp.org/mas-chap/gethelp](#).

### Oregon

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

# How to use a fillable PDF form with your computer

- Download the latest version of Adobe Acrobat Reader at [get.adobe.com/reader](http://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**.

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

Use a Signature Creation Device  
Configure a smart card or token connected to your computer

Use a Digital ID from a file  
Import an existing Digital ID that you have obtained as a file

Create a new Digital ID  
Create your self-signed Digital ID

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Cancel Continue

- Select **Save to File** and click **Continue**.
- Note:** Kaiser Permanente accepts digital signatures as a form of authentication.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File  
Save the Digital ID to a file in your computer

Save to Apple Keychain  
Save the Digital ID to Apple Keychain to be shared with other applications

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Back Continue

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

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

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Back Continue

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# How to use a fillable PDF form with your computer (continued)

- Confirm where your digital signature will be saved.
- Create and confirm a password.
- Click **Save**.

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Your Digital ID will be saved at the following location :

Save the Digital ID file in a known location so that you can copy it or back it up.

Apply a password to protect the Digital ID:

Confirm the password:

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

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

 Jane-Smith (Digital ID file)  
Issued by: Jane-Smith, Expires: 2027.02.26

- 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.

Sign as "Jane Smith"

Appearance

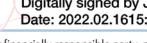
**Jane Smith**   
Digitally signed by Jane Smith  
Date: 2022.02.16 15:15:53 -06'00'

Review document content that may affect signing

- 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](mailto:CHC-Applications@kp.org).

**SECTION 7: Sign the application agreement (Required)**

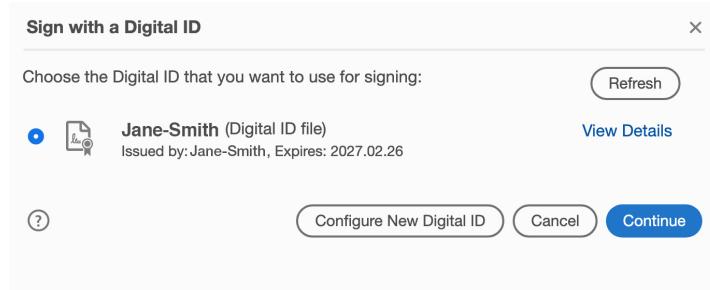
By signing this form, you certify the information on this form is correct and accurate. If you provide incorrect or incomplete information on this form or in further correspondence concerning this form, any Kaiser Permanente subsidy to cover costs related to health coverage may be terminated. Kaiser Permanente reserves the right to request additional documentation at any time to verify our member's eligibility. Membership approval for Kaiser Permanente's Community Health Coverage Program (CHCP) is not guaranteed as it is based on eligibility and availability.

**Jane Smith**   
Digitally signed by Jane Smith  
Date: 2022.02.16 15:15:53 -06'00'  /  /   
Required signature (primary member or financially responsible party, parent or legal guardian for members under 18)

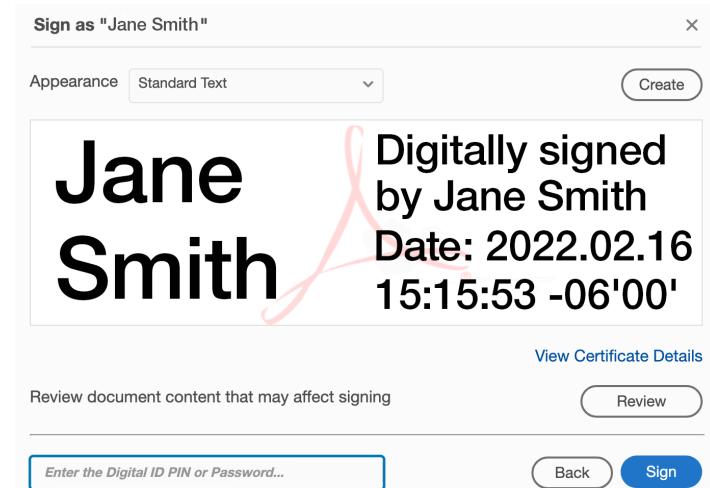
# How to use a fillable PDF form with your computer *(continued)*

## 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](mailto:CHC-Applications@kp.org).



# How to scan documents with your iPhone or iPad

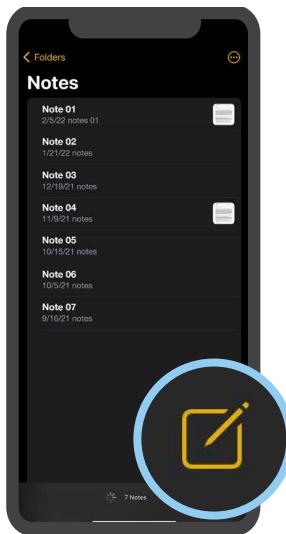
If you can't use a fillable PDF form, you can fill out a paper form by hand and scan it using the Notes app on your Apple mobile device.

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.



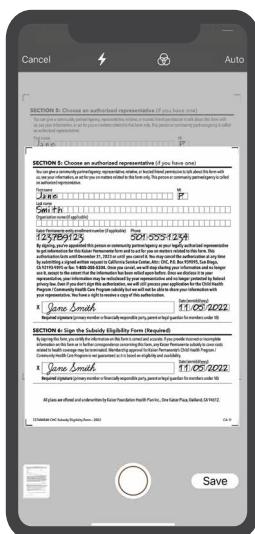
3. Tap the **camera button**.



4. Tap **Scan Documents**.



5. Line up the **document** you want to scan.



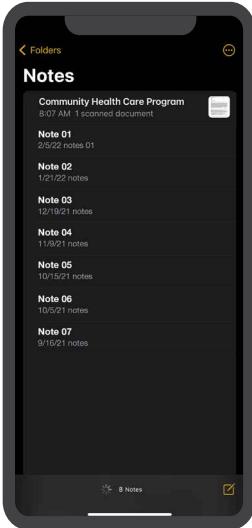
6. Tap the **shutter button** if the scanner doesn't automatically scan the document. **Repeat this step for every document you want to scan.**

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

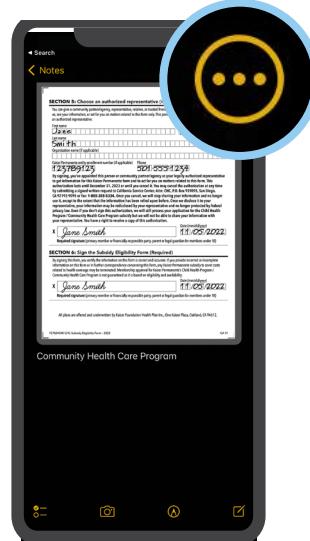
8. The scanned pages will populate in a new note in the Notes app.

# How to scan documents with your iPhone or iPad *(continued)*

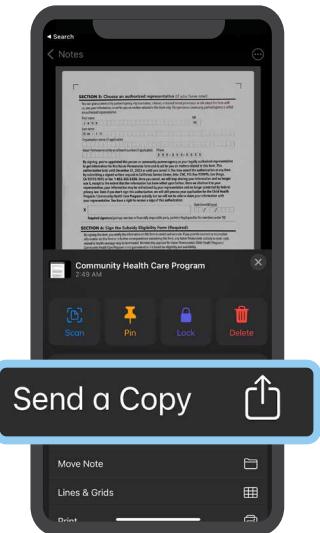
9. To email your scanned document, locate it in **Notes** and double-tap to open.



10. Tap the upper right-hand corner.



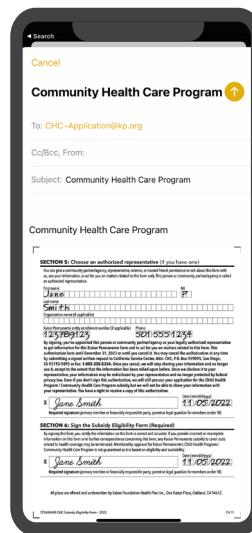
11. Tap **Send a Copy**.



12. Tap the **mail** button.



13. Send email to  
[CHC-Applications@kp.org](mailto: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.

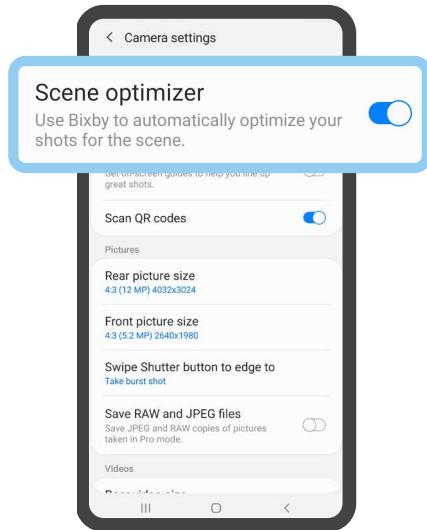
# How to scan documents with your Android

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.

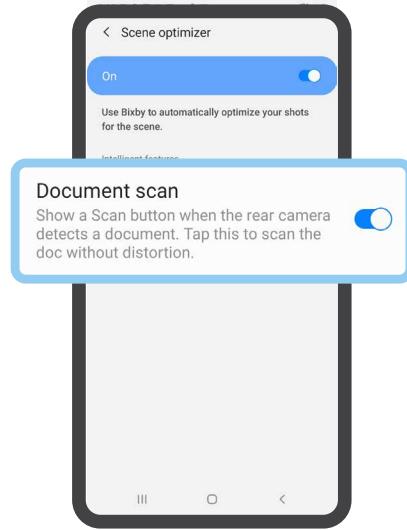
Before scanning, make sure you have your completed form and supporting documents with you. Make sure to scan all the pages in one file.

**Note:** To use this feature, you'll need the One UI 2 update, or Android 10.

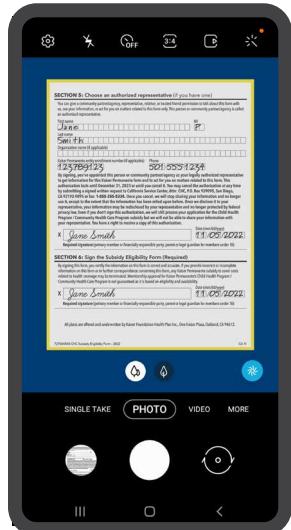
1. Open your Camera app settings and choose **Scene optimizer**.



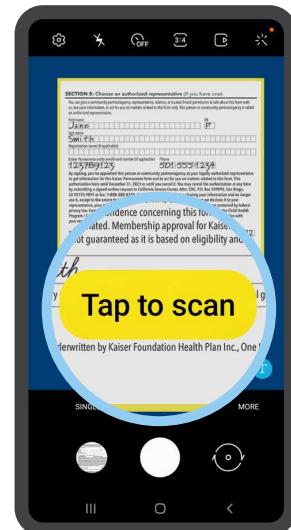
2. Turn on **Document scan**.



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

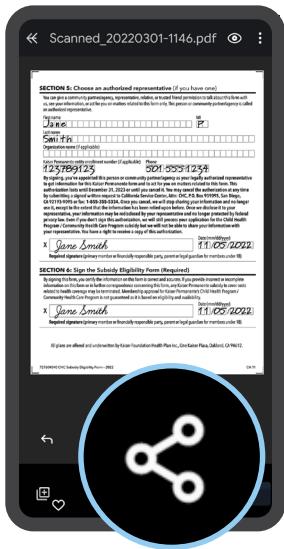


4. Tap to scan when you're ready, and the document will be stored in your gallery.

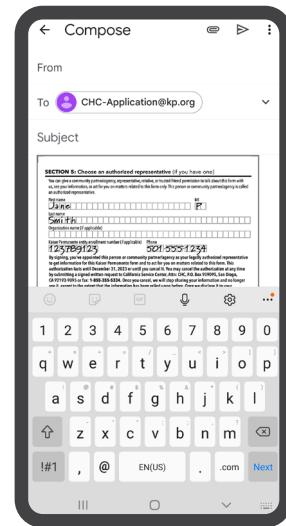


# How to scan documents with your Android *(continued)*

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](mailto:CHC-Applications@kp.org).



## Helpful tips

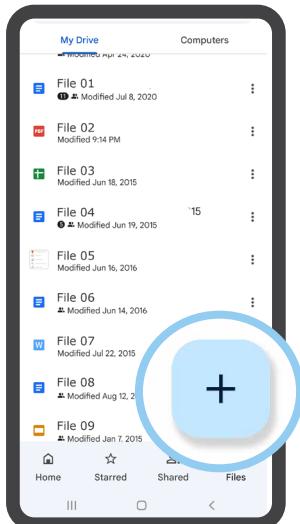
- To avoid processing errors, fill out your form in print or block script, not cursive or longhand.
- **Make sure to scan all the pages of your form in one file. You do not need to scan instructions.**
- Keep a copy of the completed form(s) and supporting documents in case there are questions or issues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

# How to scan documents using Google Drive

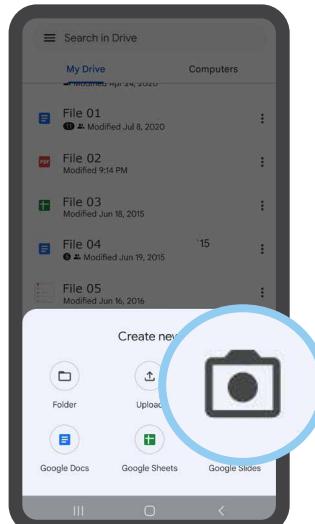
If you can't use a fillable PDF form, you can fill out a paper form by hand and scan it using Google Drive on your mobile device.

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

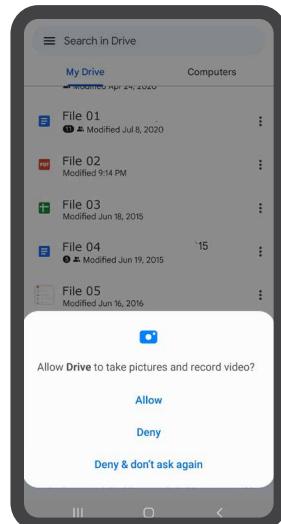
1. Scan your documents directly into Google Drive by tapping the **plus button**.



2. Select **Scan**.



3. It may ask for permission to access the phone's camera. If so, tap on **Allow**.



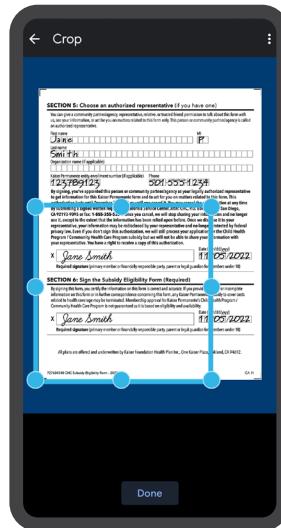
4. Fill up the screen with the document and tap the capture button.



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.

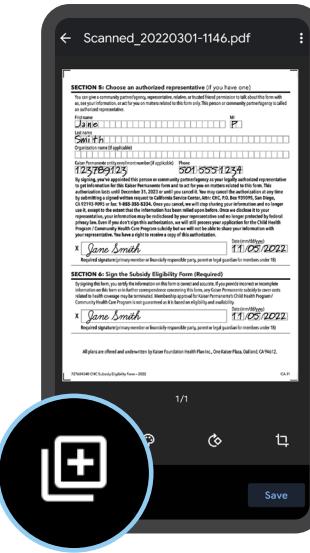


# How to scan documents using Google Drive (continued)

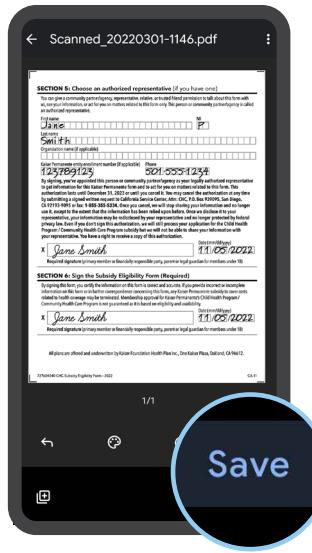
7. Once finished, tap **Done**.



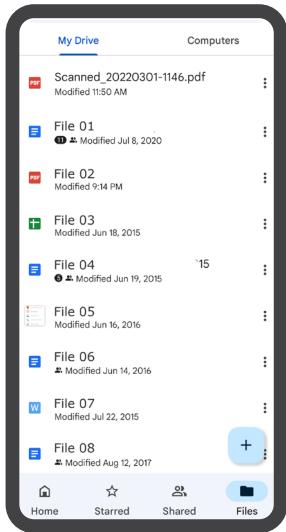
8. Tap the **plus icon** to add more pages to the document.



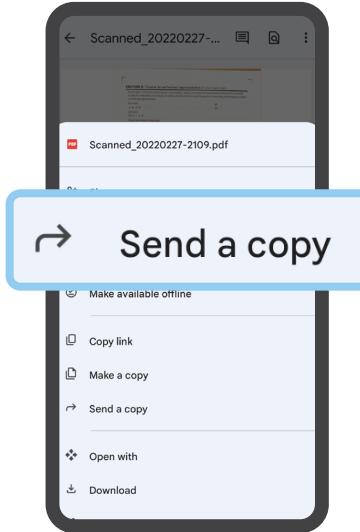
9. Tap **Save** to finish and upload the document to Google Drive.



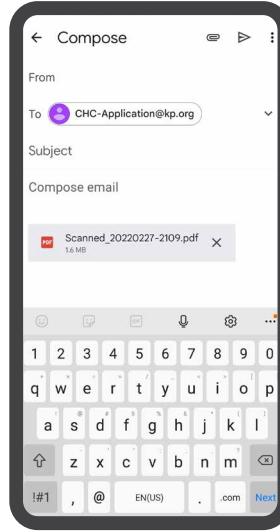
10. Uploaded scans are added to Google Drive as PDFs.



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



12. Email the scanned document to [CHC-Applications@kp.org](mailto: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.