



## No Client Signature Method

- 1) If using the fillable PDF on your computer, please download and use [Acrobat Reader](#) to fill in your applications.
- 2) Read the [consent document to the client](#)
- 3) On the Fillable PDF Application, click “clear form” to start with a clean form
- 4) Ask the questions and fill in the fillable PDF with the customer over the phone.
- 5) Sign the appropriate customer signature areas using the declaration from the consent document: “Completed with consent via video conference or telephone” (specify whether you used video or phone).
- 6) Sign the application yourself by clicking in the Agent Signature field and following instructions or by hand if you have printed the application. While the applicant(s) do not need to sign, you must still sign the app as the agent.
- 7) Save the file on your computer using the client’s name in the title.
- 8) Ask the COVID-19 Questions from the [COVID-19 Questionnaire Form](#).
- 9) Sign the appropriate customer signature areas using the declaration from the consent document: “Completed with consent via video conference or telephone” (specify whether you used video or phone).
- 10) Sign the questionnaire yourself by clicking in the Agent Signature field and following instructions or by hand if you have printed off the application.
- 11) Save the file on your computer using the client’s name in the title.
- 12) Confirm consent again with the customer using the [consent document](#).
- 13) Email the signed app and COVID-19 Questionnaire to [info@orange.ca](mailto:info@orange.ca) Or fax it to 416-223-1324. If you prefer to mail it to OBF, mail it to  
**Orange Benefit Fund 505 Consumers Road Suite 706 North York, ON M2J 4V8**
- 14) If you have any problems with this procedure, contact [dwood@orange.ca](mailto:dwood@orange.ca)