**HOW TO OBTAIN SIGNATURES**

**USING YOUR SMARTPHONE**

1. Open up the web browser of your choice (Safari, Chrome)
2. Go to [www.HealthTrustGlobal.com](http://www.healthtrustglobal.com)
3. Select the grey box with three white lines on the top right
4. Select the grey box titled ‘Login’
5. Enter your username and password. Push the blue ‘Sign In’ box
6. After logging in, your weekly calendar should be viewable. Choose which treatment session you are completing.
	1. If upon logging in you do not see your dashboard with weekly calendar, please go to File > Preferences and uncheck the box for ‘Show Home Page on Login’ > submit to save this preference.
7. Once you open that session, it will take you to the visit information screen
8. Select the green button titles ‘Start Visit’ then enter in your start date and time
9. Find the grey drop down box at the top of the screen. Choose PATIENT SIGNATURE from the drop-down menu
10. Push the blue text that reads ‘Alternate Signature Option for Tablets’
11. A new window will open. Have the parent sign on the line
12. Push the grey ‘submit’ button to save the parents signature
13. In the box beneath the blue text that reads ‘Alternate Signature Option for Tablets’, type in the name of the person that signed.
	1. If you are only obtaining the signature at this time, you may then click the large red ‘x’ within the visit to save that signature and exit the visit.
14. Push the red house on the top left of the screen to return to your dashboard or log out of the system.