



CALL: 904-299-6777
acefoundationfl.org

NEW PATIENT FORM DOWNLOAD AND EMAIL DELIVERY INFORMATION

DESKTOP:

Click the link to download the forms. The forms will pop up in a new window. Right click over the forms & click 'Save As.' Pick the folder you want to save the paperwork in, and click 'Save.' The paperwork PDF will appear. Complete all fields, click file -> save, and email back as an attachment to *forms@acefoundationfl.org*

For both iPhone & Android – It is strongly recommended to install the Adobe Acrobat app for free before completing the paperwork on a smartphone.

iPHONE:

Tap the link to download the forms.
A new window will open with the forms.

Tap the export button at the bottom of the screen (the square with the upward arrow), scroll up, and tap 'Save to Files.'

Select 'Acrobat' from 'On My iPhone.'
Tap 'Save' at the top right.

Close the internet browser.

Open the Acrobat app. Tap on 'Files' at the bottom,

Tap 'On This iPhone' and select the forms.

When complete, tap the 'Export' icon at the bottom left of the screen, tap 'Share a Copy' at the bottom of the screen,

Select email provider (Gmail, Yahoo etc),

enter forms@acefoundationfl.org in the 'to' field and send.

ANDROID:

Note: Adobe Acrobat must be installed on Android Device

Tap the link to download the forms. A new window will open with the forms.

Tap on the 3 dot ellipsis at the top right of the screen

tap 'Open with...' and select 'Adobe Acrobat.'

After signing in, the packet will be ready to fill out.

When complete, tap the 'Export' icon at the bottom left of the screen,

Tap 'Share a Copy' at the bottom of the screen, select email provider (Gmail, Yahoo etc),

enter forms@acefoundationfl.org in the 'to' field and send.