Entering Hard Copy Signature in SmartCare

Back date the effective date and the start date of the document to the appropriate date that the client signed the paper document. Sign the document. (Your signature will still show the date that the digital document was signed.)

Indicate Client signed paper document.

Signatures will look like this. (The digital document shows the client's signature as (signed on paper) and the date as "See paper copy.")

Scan and attach hard copy signed document to SC document.