

A few tips regarding the NEW Email Invoice Option for SSAH

ssahinvoices@cmhaww.ca

The form is password protected, meaning to open and save it you will need the password

The password is: SS@HInvoice!

Electronic Signatures are needed.

To create an electronic signature, click on the first signature box under section 8 and it will prompt you to create a signature. In future when you click this box it will ask you if you would like to use the already created signature.

If respite providers have been paid already and this submission is to reimburse the parent/guardian, a signed receipt needs to be attached to the email.

If there is no receipt, the respite provider must sign the second signature area on the invoice. To obtain this signature, email the completed form to the respite service for their signature and have them email it back to you (parent/guardian) to submit to CMHA WW.

To attach a receipt- Once the form is complete, click the "email this form" button on the bottom right side of the electronic form. This will prompt if you would like to open an email message. Once the email message box opens, attach the receipt as an attachment to that email.

Do you only have a hard copy of the receipt or invoice? You can take a picture with most cell phones as a "scan" and attach that as your digital receipt.

This form works well on computers and on android systems.

Adobe doesn't typically function well on iPhones.

This form works with the program Adobe reader, to download adobe go to:

<https://get.adobe.com/reader/>