



Employee Assistance Program (EAP)

Instructions for Completing Intake Form

1. Download the EAP Electronic Intake form.
2. Open the file (Adobe Reader is the default file program).
3. Save the File.
4. Complete all form sections.
5. Sign the form either electronically or manually.
 - a. If you have the e-signature functionality, you can sign the form electronically. Once the form is signed electronically, it must be saved again with a different file name to retain the signature settings in the file. For detailed instructions on how to sign the form electronically, please click here (E-Signature Instructions).
 - b. If you do not have the e-signature functionality, print the form, sign with a pen, and scan it into a PDF file format so that it can be emailed to a recipient.
6. After completing and scanning the form, attach it to an email and send it to our EAP email: eap@browardhealth.org.