

CONNECTING TO WI-FI

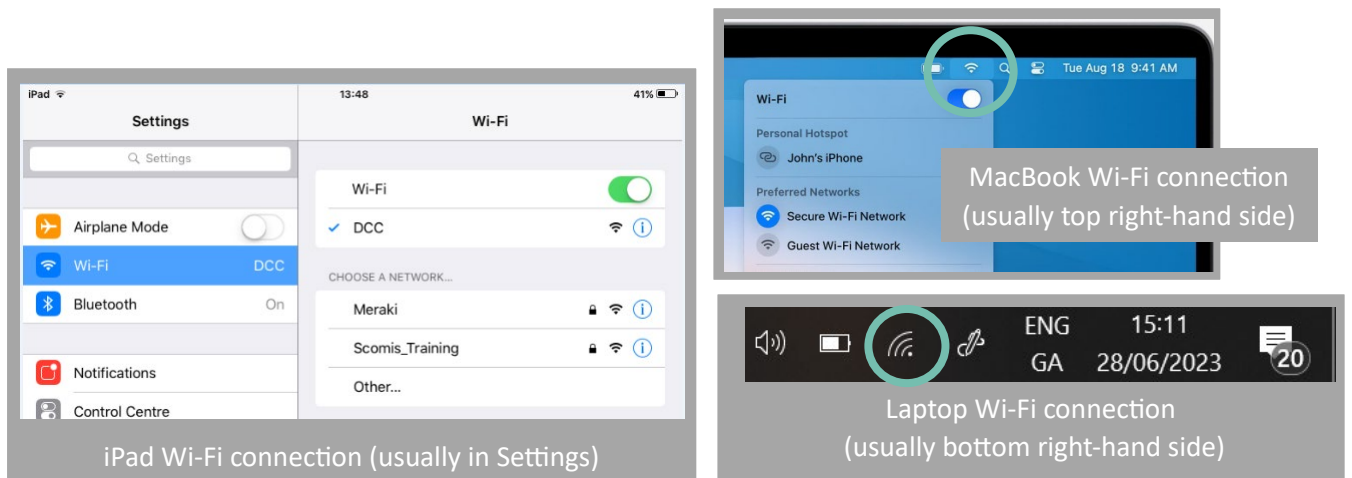
[Click here to view a short video on how to connect to Wi-Fi](#)

Please take the following steps on arrival at the approved centre

Step 1: To connect to Wi-Fi using the dongle, plug in to a power socket using the cord/plug provided. Press and hold the 'On' button (two green lights indicate device is on). It may take a minute or two for Wi-Fi to be available.



Step 2: On your device, navigate to the Wi-Fi connections button



Step 3: Select the SSID associated with the dongle. The SSID is the Wi-Fi name and will be available in each approved centre on the "Connecting to Wi-Fi" laminate.

Step 4: Input the corresponding Wi-Fi Key from the Wi-Fi Guide in the approved centre.

You should now be online.

USING THE SIGNATURE PAD

[Click here to view a short video showing how to use the signature pad](#)

The Chairperson must have Adobe Acrobat downloaded on their device before the tribunal. Any version of this product will work including Adobe Acrobat PDF Reader which is free to download at www.adobe.com/ie/acrobat/pdf-reader

Step 1: Connect one end of the cable to the signature pad and the other end of the cable. (USB) to your device.



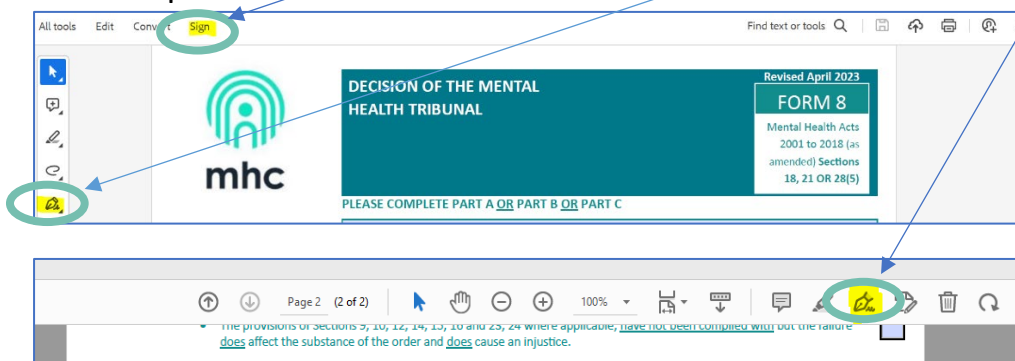
Step 2: Ensure the signature pad is laying on a flat surface with the cable side to the left.



Signing the Form using the Signature Pad

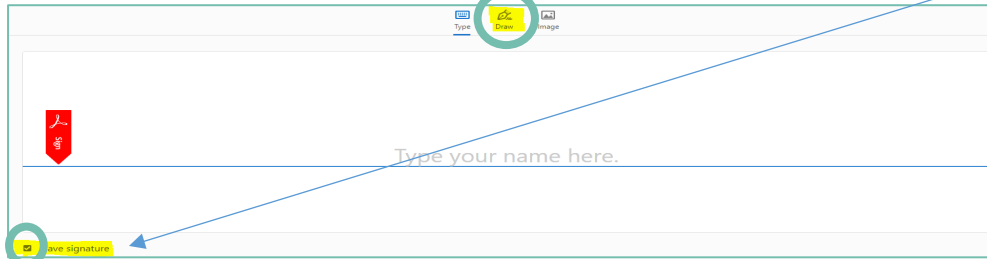
Step 1: Download the Form 8/9/RoP from www.mhcirl.ie and type the decision. Once the decision had been completed and agreed by the three panel members, signatures can then be applied using the signature pad.

Step 2: Open the completed Form, click on the relevant signature field to sign the document. On the top toolbar click on “Sign”. This might be in a different location depending on your version of Adobe. Two versions are shown below. If your version of Adobe appears different to those below search for “sign” or the fountain pen icon.



Step 2: Click 'Add Signature'.

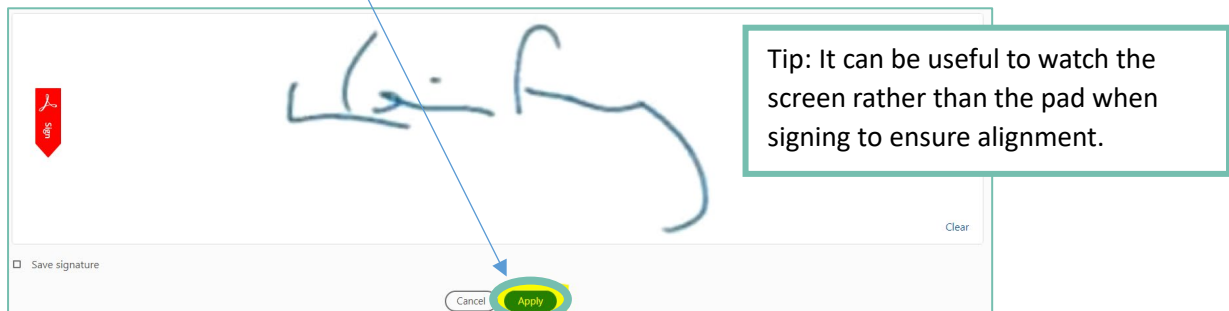
Step 3: In the signature pop up, click 'Draw', if you have the option to 'Save Signature' we recommend keeping that ticked.



Step 4: Move cursor to the tip of the red arrow. Align stylus to the centre left-hand side of the pad.



Step 5: Press stylus on the pad to draw signature as if using a pen. It may take several attempts to add signature you are happy with. Once you are happy with your signature, click 'Apply'.



Step 6: If the signature is not in correct place you can drag and drop. You can also adjust the signature size if necessary.

Step 7: To add a second or third signature, click 'Add Signature' again and repeat steps 3-6. Note - If there is already a signature there, you can clear by clicking the 'X' next to the saved signature.

Step 8: When all parties have signed, save the pdf as you normally would.

Step 9: Upload the signed forms directly to CIS. The CIS functionality is not changing and you should be able to upload as previously.