

# Manual Signature Health History Form

To begin, visit [portals.specialolympics.org](https://portals.specialolympics.org). It is recommended that you bookmark this link, as this will be how you log in in the future. You have selected to manually sign your forms, here is a guide to be sure you fully submit your forms.

This guide will be using the Health History as an example but the manual steps will be the same for other forms.

1.

You have completed the Health History & Release questions and now are ready to sign the document.

Select **"Manual Sign"**.

This will take you to a new screen, to download, sign and submit the form.

2.

Select **"Download Form"**

There will be a **'Processing your request'** note while the system works on downloading your form.

Once the form is downloaded it will appear below the **'Download Form'** button.

By selecting the **Hyperlinked Name**, the form will download to your device.

From there you can exit the process until you have the needed document ready to upload.

Name	Modified
<a href="#">HealthHistoryandRelease_3_25_2026_3_20_35 PM.pdf (218 KB)</a>	3/25/2026 10:20 AM

3.

Once you have saved your signed copy to your device, and are ready to upload and submit the form, log in to your portal.

Go to your checklist (or the checklist of the participant if uploading for someone you manage) find the form you need to Upload. Status will be **"Awaiting Upload Signed Form"** select **"Upload Form"**.

Health History & Release	Athlete	Status	Action
		Awaiting Upload of Signed Form	N/A
			Upload Form



# Manual Signature Health History Form

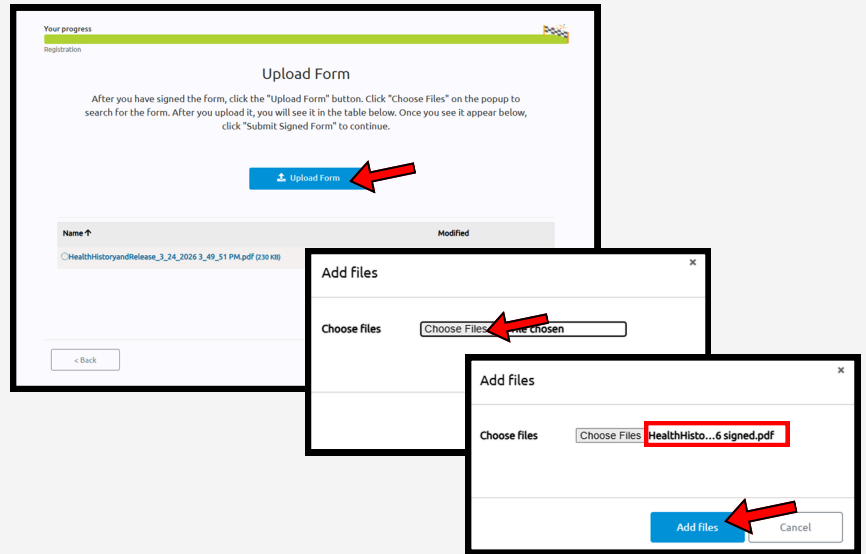
4.

On the **Upload Form** page select **"Upload Form"**.

An add files popup will appear for you to add your signed form.

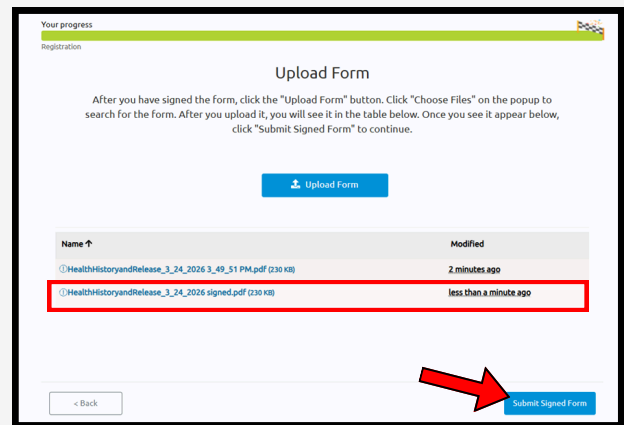
Select **"Choose Files"**, this will open your files on your device, select the correct file to upload and then select **"Add files"**.

**NOTE:** There will be a form shown under the *upload form* button. This is the originally downloaded form. you still need to upload the signed version.



5.

Once the signed document has been added you will now see two forms listed. You will then be able to select **"Submit Signed Form"**.



6.

Once your form has been submitted it will take you to a new screen where you can select **"I'm Done"**. That will take you back to your checklist where you can see that the form is now in **"Submitted"** status. at any point you can select view form and be able to see the forms that on file for that checklist item.

At this point you have done all that you need to for this manual form.

