



## Marigold Sunset Combined Healthcare Services

### Client and Applicant Form Instructions

- ☼ When completing forms, a field may appear at the beginning of each form and under *Applicant* or *Completer*. In those fields, the applicant's email address must be typed in.
- ☼ When completing forms, a field may appear at the beginning of each form and under *Client* or *Completer*. In those fields, the client's email address must be typed in.
- ☼ When completing forms, a field may appear at the beginning of each form and under *Affiliate*. In those fields, the email address of the client's affiliate (if applicable) must be typed in.
- ☼ When completing forms, a field may appear at the beginning of each form and under *Agency Supervisor*, *Agency*, or *Agency Employee*. In those fields, the agency's email address must be typed in (info@marigoldsunset).

### Employee and Applicant Form Instructions

- ☼ When completing forms, a field may appear at the beginning of each form and under *Employee* or *Completer*. In those fields, the employee's email address must be typed in.
- ☼ When completing forms, a field may appear at the beginning of each form and under *Agency Supervisor*, *Agency*, or *Agency Employee*. In those fields, the agency's email address must be typed in (info@marigoldsunset).

### Additional Assistance

If you have issues accessing a form, please request the form by sending us an email at info@marigoldsunset.com. The form will be sent to the email listed within 48 hours.

An appointment may be required to complete some forms. This will be indicated when you click on the form. If an appointment is required, please contact us.

Some state forms must be printed, completed, and mailed or emailed to the agency. This will be indicated when you click on the form. If so, please copy the form number in a google search to access the form (the forms are included on the app for reference only). Contact us if you need assistance.