



# Total Care Plans Enrollment Guide

*Please feel free to contact us for help with any questions about our Total Care Plans*

## Enrollment Steps

- Stop in our office, call, email, or visit our website for our TCP information and enrollment contract. Look over the brochures for our Puppy & Kitten and Dog & Cat plans. Read the Frequently Asked Questions sheet. You can download the enrollment package containing all the info and TCP contract in one zip file or the individual documents from our website. We are happy to help you in any way to make an informed decision about your pet's healthcare.
- Choose which plans are right for you and your pets.
- You can fill in the enrollment contract ahead of time using Adobe Reader then print it or print it blank and fill it out by hand.
- When you are ready, contact us to set up an appointment to make financial arrangements and get your Total Care Plan enrollment started.

## PDF Files From Our Website Or By Email

Clicking a button for a PDF document on our website should open the document in a new window or tab of your browser. From there you should be able to download or print the document. If your browser does not support viewing, etc. of PDF files then right click (Windows) or, control/right click (Mac) to download the file to your hard drive then use Adobe Reader to open the file.

Adobe Reader, a compatible browser or PDF reader application is required to *view* our enrollment documents. Adobe Reader is required to *electronically complete* the enrollment contract. The latest version of Adobe Reader can be downloaded at: <http://get.adobe.com/reader/> or click one of the links on our website. Although some PDF features used to fill in forms may work in a web browser, it is recommended to download the files to your computer. Mac users, do not use Preview to work with the PDF files. Use Adobe Reader instead.

If you prefer we can send information and forms by fax or mail.

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