## Partner Portal - Printing a Care Plan Agreement

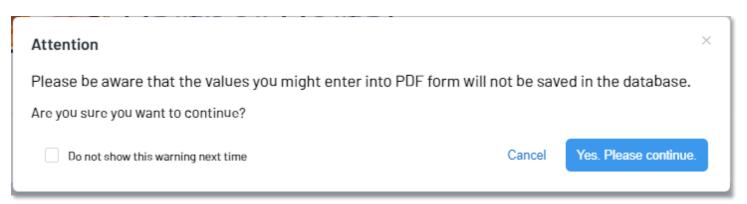
The Partner Portal has functionality to generate a PDF of a Site's Care Plan Agreement (CPA) to be printed/emailed as needed. There are multiple areas in the portal where these can be generated as indicated by the printer icon:



From the Sites list, you can locate the Site associated to the CPA you want to generate and click the printer icon:



Once selected, a warning will display indicating that changes to the PDF will not be saved into the database. This is to ensure that all changes are submitted via a Change Request and the PDF is just a view of the information on the Site. You can click *Yes, Please continue* to proceed.



**Note:** Check the *Do not show this warning next time* box to dismiss this message permanently.

The PDF will generate in a new tab and can be saved or printed using the icons in the top right corner of the screen. The printout will display the date the CPA was generated at the bottom of each page.

