
CalJOBSSM Remote Electronic Signature

USER GUIDE

Employment Development Department

Workforce Services Branch

2020

Locating the Signature Section.....I

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I. Locating the Signature Section

The screenshot shows a vertical navigation menu with the following items: 'Manage Individuals', 'Manage Employers', 'Manage Résumés', 'Manage Job Orders', and 'Manage Labor Exchange'. A dropdown menu is open for 'Manage Individuals', showing options: 'Create an Individual', 'One Case Note to Multiple Individuals', 'Assist an Individual', and 'WIOA Pre-Applications'. Both the 'Manage Individuals' menu item and the 'Assist an Individual' dropdown option are highlighted with red rectangular boxes.

Start the normal process of assisting an individual.

Manage Individuals > Assist an Individual

The screenshot shows the 'Individual Detailed' page. On the left, there is a list of fields: 'User Name', 'User ID', 'Individual Name', 'SSN (last 4 digits)', 'Date of Birth', and 'State ID'. On the right, there is an 'Action' column with links: 'Summary Tab', 'Case Notes Tab', 'Activities Tab', 'Programs Tab', and 'Reset'. The 'Programs Tab' link is highlighted with a red rectangular box.

Go to the programs tab of the searched individual

The screenshot shows the 'Title I - Workforce Development (WIOA)' page. It features a purple header bar and two blue links: 'Create Title I - Workforce Development (WIOA) Application' and 'Convert WIOA Pre-Application'. The 'Create Title I - Workforce Development (WIOA) Application' link is highlighted with a red rectangular box.

Select the federal program you wish to enroll the individual in:

Title III Wagner-Peyser, Title I WIOA, Trade Adjustment Act (TAA), and National Farmworkers Job Program

This screenshot is identical to the previous one, showing the 'Title I - Workforce Development (WIOA)' page with the 'Create Title I - Workforce Development (WIOA) Application' link highlighted in red.

Go through the application process until you get to the signature piece

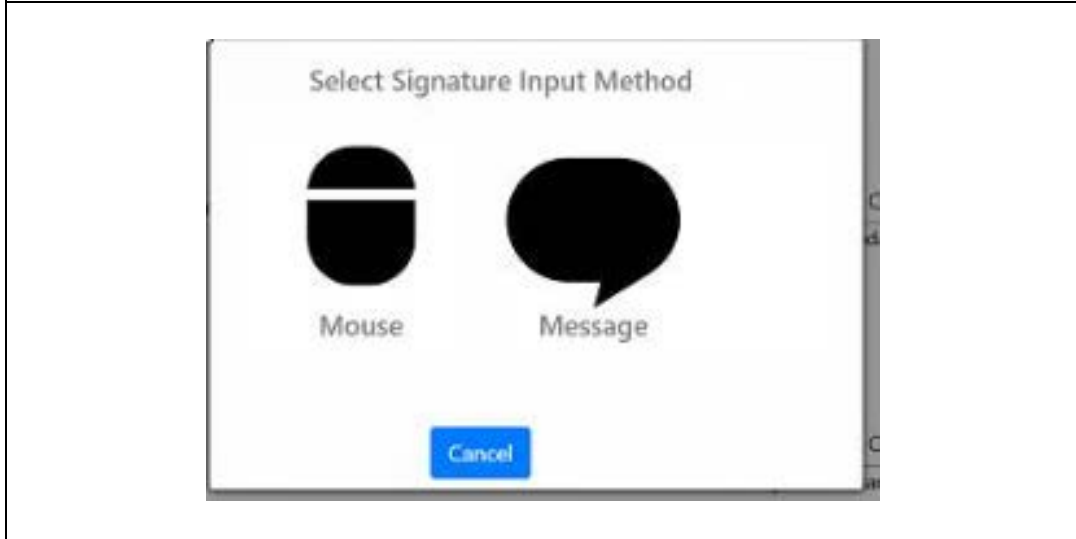
II. Using the Remote Electronic Signature

> **Signature**

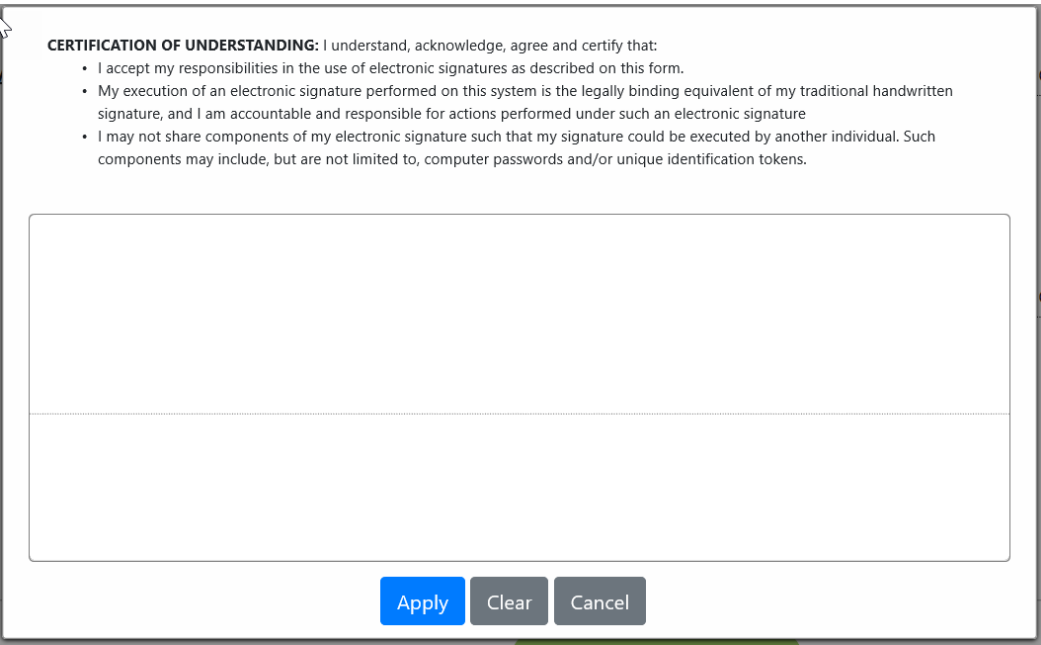
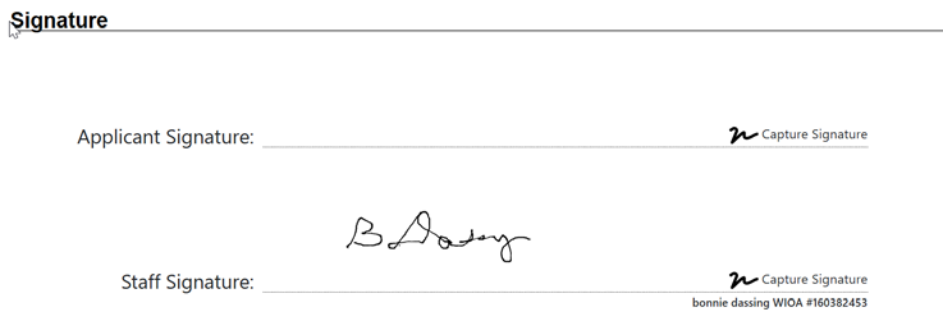
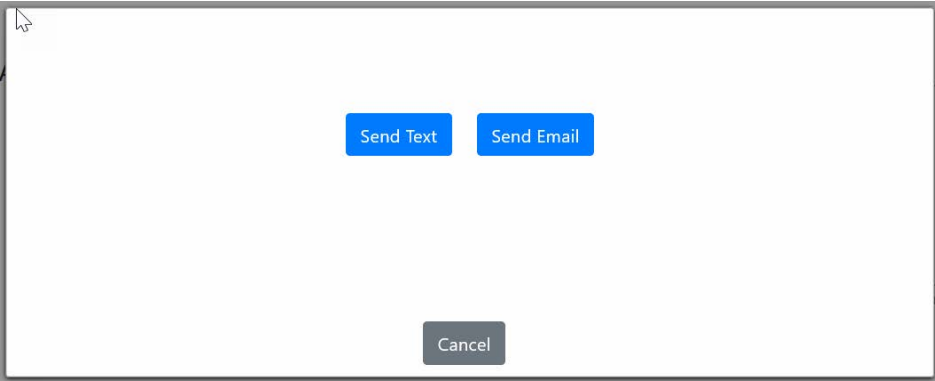
Applicant Signature: _____ *n* Capture Signature

Staff Signature: _____ *n* Capture Signature

The application signature section of the federal program applications will initially look like this with no signatures



When staff click the Staff Signature/Capture Signature link, they will get these 2 options: Mouse and Message. Staff will use the mouse for their signature and message to obtain the applicant signature.

 <p>CERTIFICATION OF UNDERSTANDING: I understand, acknowledge, agree and certify that:</p> <ul style="list-style-type: none"> • I accept my responsibilities in the use of electronic signatures as described on this form. • My execution of an electronic signature performed on this system is the legally binding equivalent of my traditional handwritten signature, and I am accountable and responsible for actions performed under such an electronic signature • I may not share components of my electronic signature such that my signature could be executed by another individual. Such components may include, but are not limited to, computer passwords and/or unique identification tokens. <p>Apply Clear Cancel</p>	<p>If staff select Mouse, they will see this screen where they can use their mouse to create a signature.</p>
 <p>Signature</p> <p>Applicant Signature: _____ Capture Signature</p> <p>Staff Signature: <i>B. Dasing</i> _____ Capture Signature bonnie dassing WIOA #160382453</p>	<p>Application will look like this once the mouse is used and signature applied.</p>
 <p>Send Text Send Email</p> <p>Cancel</p>	<p>When staff click the Applicant Signature/Capture Signature link, they will see the same 2 options. When applicants are not in the offices, staff will select message, so that they can either text or email a link to the applicant.</p>

Module User Guide

Please select your preferred method of signing this document, using any of the e-signature methods constitutes a legal signature confirming that you acknowledge and warrant the truthfulness of the information provided in this document.



Applicants will get a link via text or email. When clicked, this link will bring them to a page in the system with their signature options and a link to view the application PDF. For the early rollout, we will only have the Mouse signature method available. We will add other options as they become available.

Signature

Applicant Signature: _____



 Capture Signature
Herbert, Yolanda WIOA #163215514

Staff Signature: _____



 Capture Signature
Allyson Guzman WIOA #163215514

Completed applications will look like this for staff. Individuals will get confirmation in the CalJOBS message center that the application was signed.