CalJOBS℠ Remote Electronic Signature

USER GUIDE

Employment Development Department

Workforce Services Branch

2020

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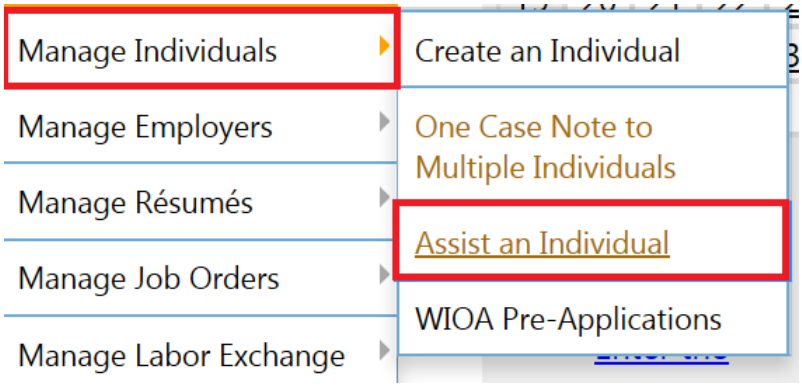
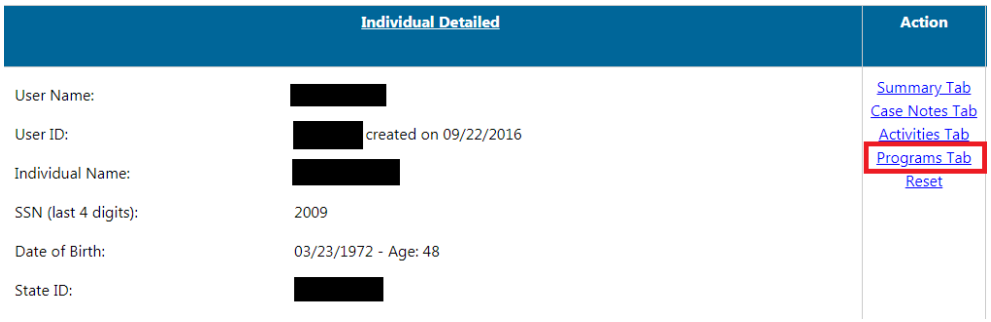
I. Locating the Signature Section



Start the normal process of assisting an individual.

Manage Individuals > Assist an Individual



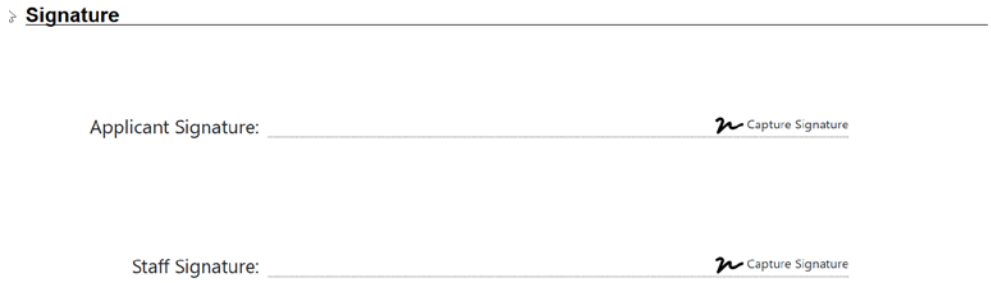
Go to the programs tab of the searched individual

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

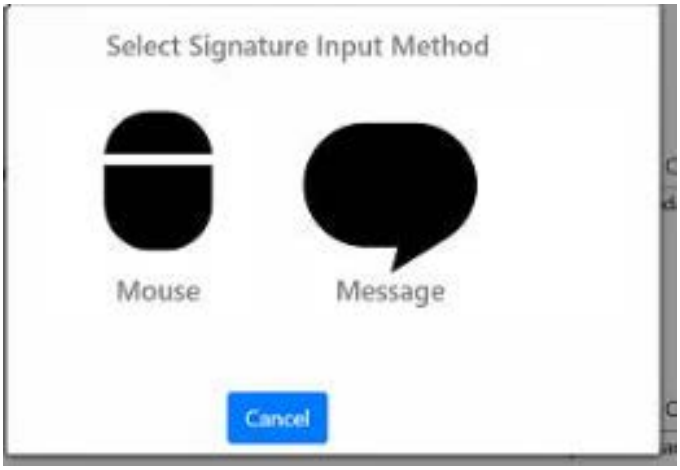
Title III Wagner-Peyser, Title I WIOA, Trade Adjustment Act (TAA), and National Farmworkers Job Program

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

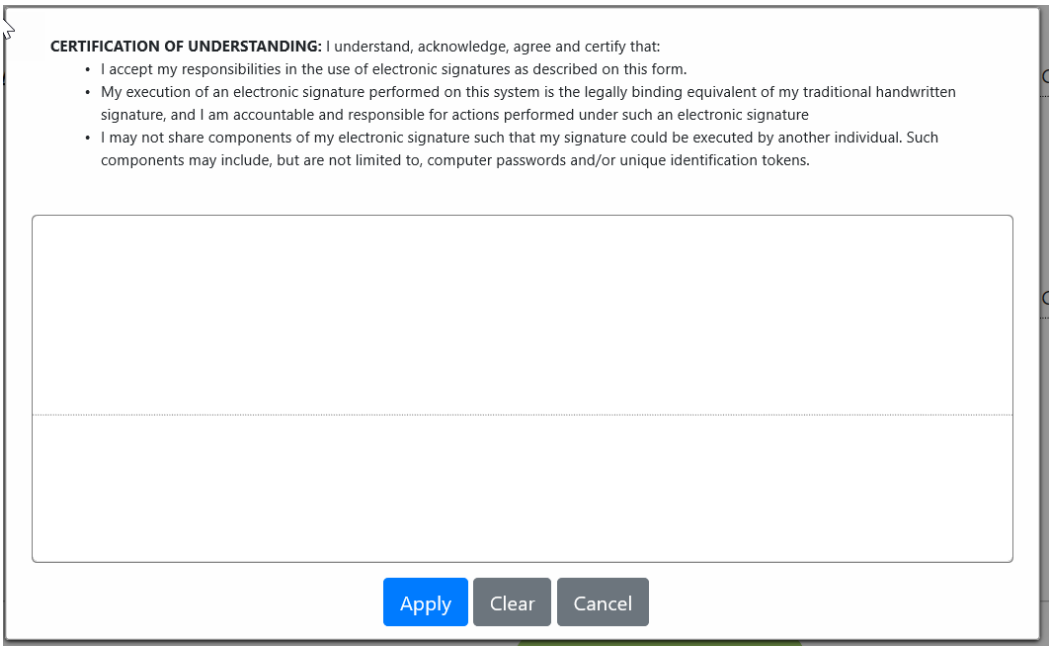
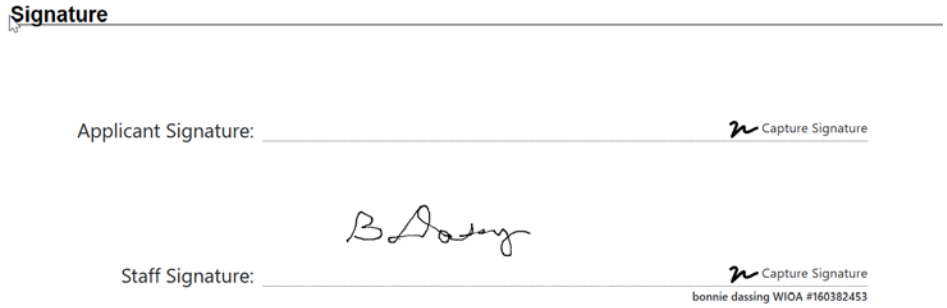
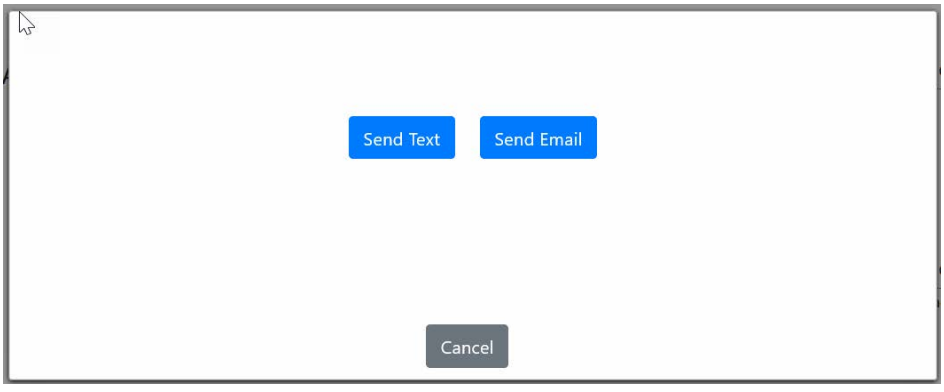
II. Using the Remote Electronic Signature

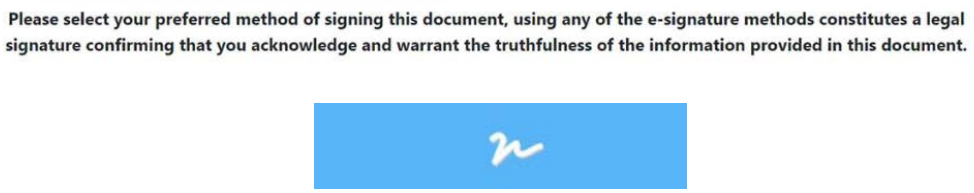
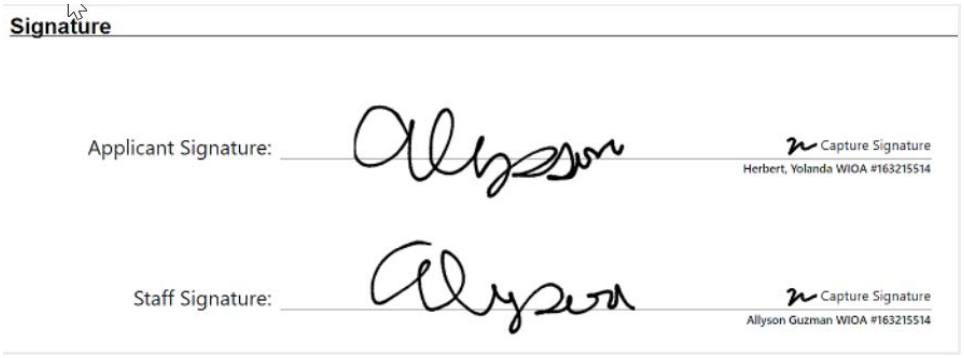


The application signature section of the federal program applications will initially look like this with no signatures



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.

	If staff select Mouse, they will see this screen where they can use their mouse to create a signature.
	Application will look like this once the mouse is used and signature applied.
	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.

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