Remote Signature Module Instructions

The remote signature function will display when you reach the Eligibility Summary of the ETA program application (e.g. WP, WIOA, TAA). If you opt not to sign the application in the eligibility summary area you can retrieve the remote signature later as well.

1) At the bottom of the eligibility summary page, the signature link is displayed

Signature

Applicant Signature: 

Staff Signature: 
2) Click on the Staff Signature/Capture Signature link.
   - Two (2) options will be displayed: Mouse and Message.
   - Staff will use the mouse for their signature and message to obtain the applicant signature.

3) Staff will click on the MOUSE and this will appear

   Utilize mouse for signature and click APPLY

4) Application will look like this once signature is used and signature applied

   Signature

   Applicant Signature: ____________________________

   Staff Signature: ____________________________
5) For applicant signature, click on applicant signature and this will appear:

Click on MESSAGE for applicant

6) The messaging screen will appear with notification of remote signature for program application

7) Chose method of delivery to applicant to receive request of remote signature. A message can also be added. CLICK SEND.
8) A message will be sent to participant’s in-box within HireNet Hawaii and a link will either be sent by text or email (dependent upon the mode of delivery)

9) Applicant to click on VIEW DOCUMENT

10) Participant will select the signing method of delivery – mouse or keyboard (those are recommended)

Applicant can also CLICK to VIEW the Document to see the Federal program application for reference
11) Completed application will look like this. Applicant will also receive a confirmation

[Signature]

Applicant Signature: [Signature]
Capture Signature
Herbert, Volonda WIOA #18328533

Staff Signature: [Signature]
Capture Signature
Allyson Guzman WIOA #18328534

For HireNet Hawaii account related questions, please contact the American Job Center: Oahu - (808) 768-5701, Maui/Molokai/Lanai (808) 270-5777, Hawaii (808) 935-6527 & Kauai (808) 274-3036.

Thank you! Your signature has been submitted.

Return to Dashboard

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Accessing the remote signature function via the program application:

1. In the participant’s record go to Case Management Profile > Programs
2. Click on the completed ETA program application (e.g. WP, TAA, etc) link

3. Scroll to the bottom of the program page where the signature link is displayed and continue with aforementioned directions

Signature

Applicant Signature:  

Capture Signature

Staff Signature:  

Capture Signature