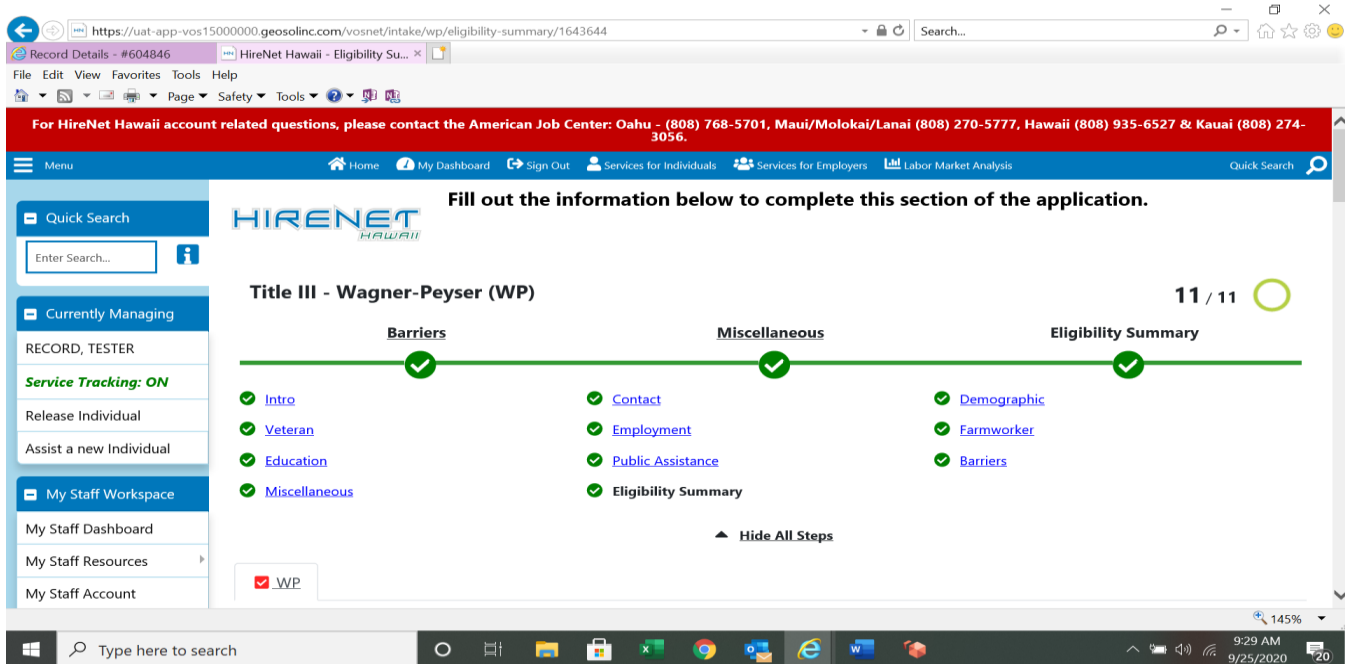


Remote Signature Module Instructions

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.



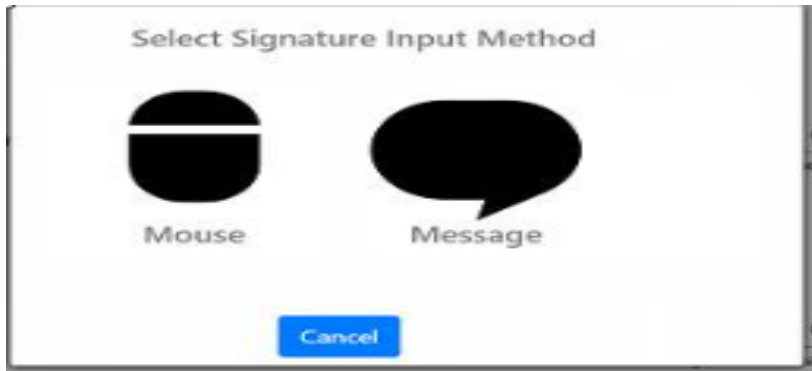
1) At the bottom of the eligibility summary page, the signature link is displayed

Signature

Applicant Signature: _____  Capture Signature

Staff Signature: _____  Capture 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

CERTIFICATION OF UNDERSTANDING: I understand, acknowledge, agree and certify that:

- 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.

[Large empty rectangular box for signature]

Apply Clear Cancel

Utilize mouse for signature and click APPLY

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

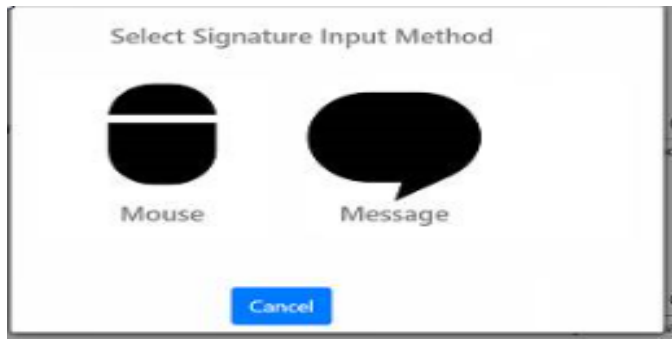
Signature

Applicant Signature: _____  Capture Signature



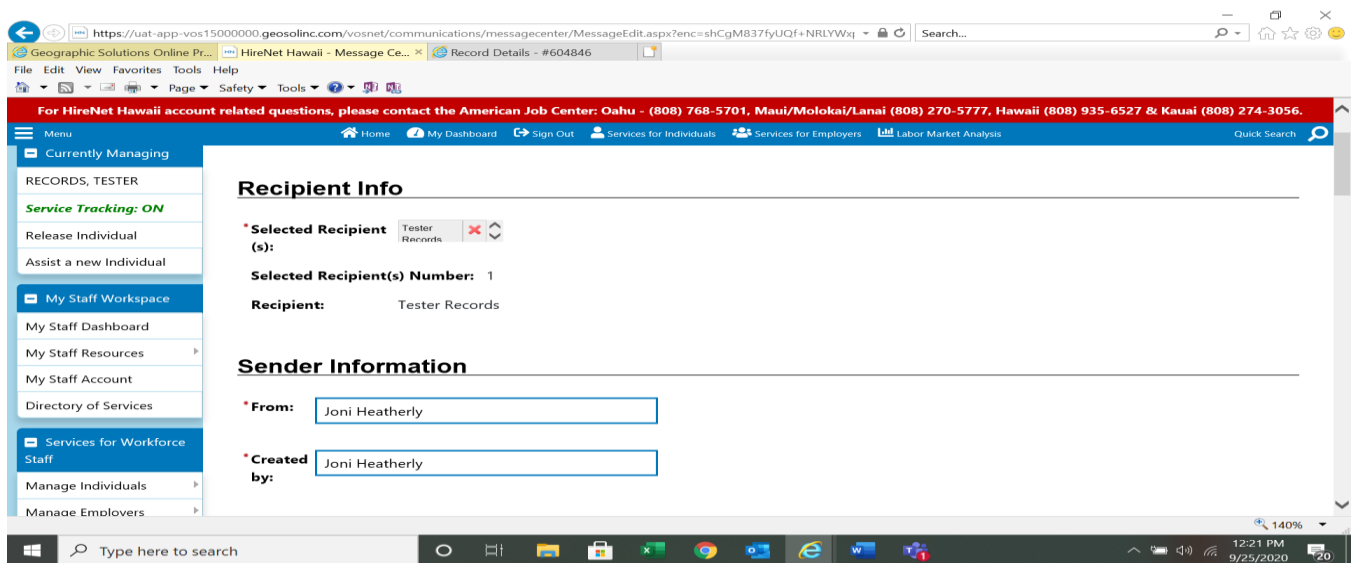
Staff Signature: _____  Capture Signature
bonnie dassing WIOA #160382453

- 5) For applicant signature, click on applicant signature and this will appear:

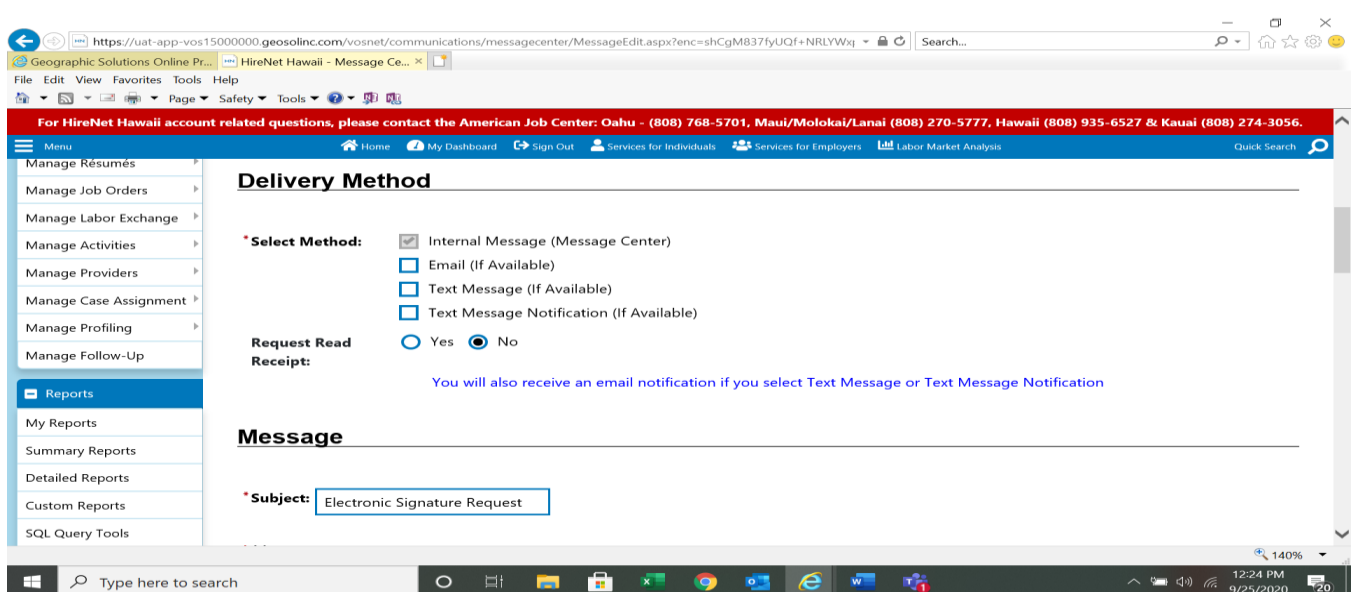


Click on **MESSAGE** for applicant

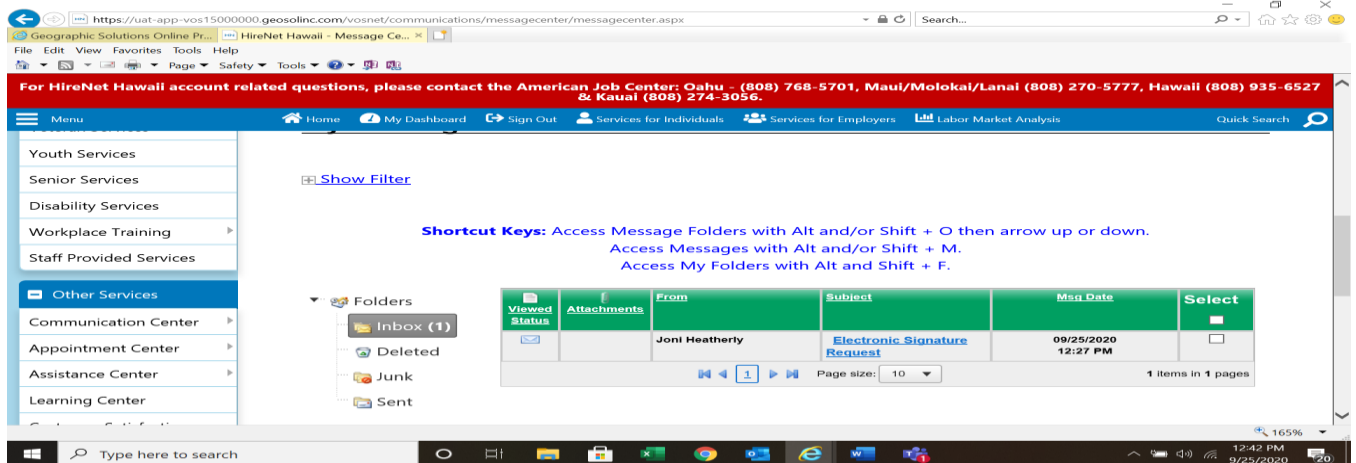
- 6) The messaging screen will appear with notification of remote signature for program application



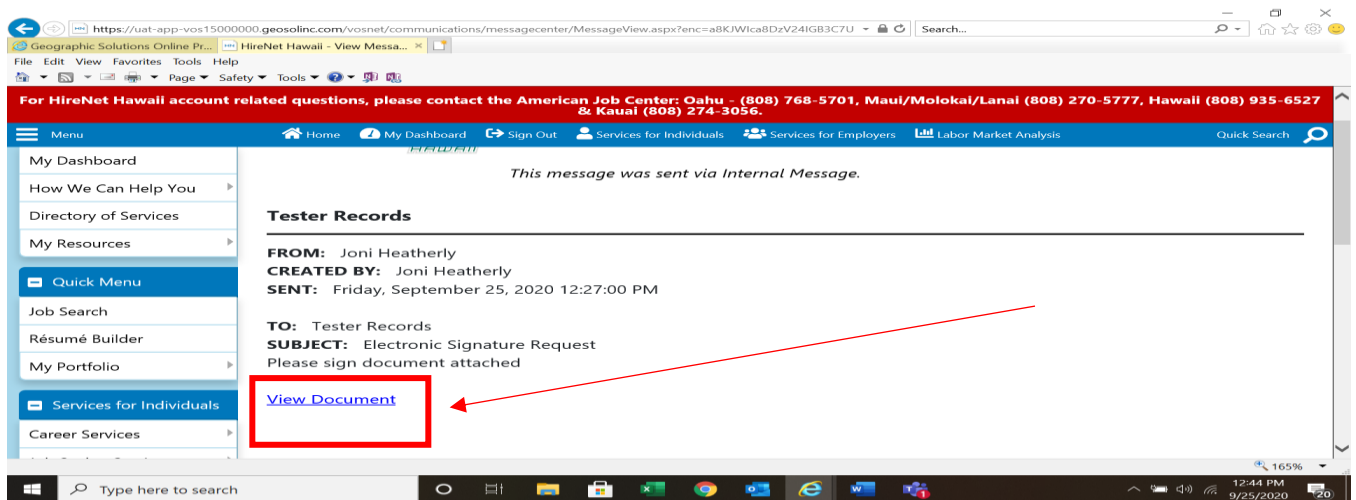
- 7) Chose method of delivery to applicant to receive request of remote signature. A message can also be added. CLICK SEND.



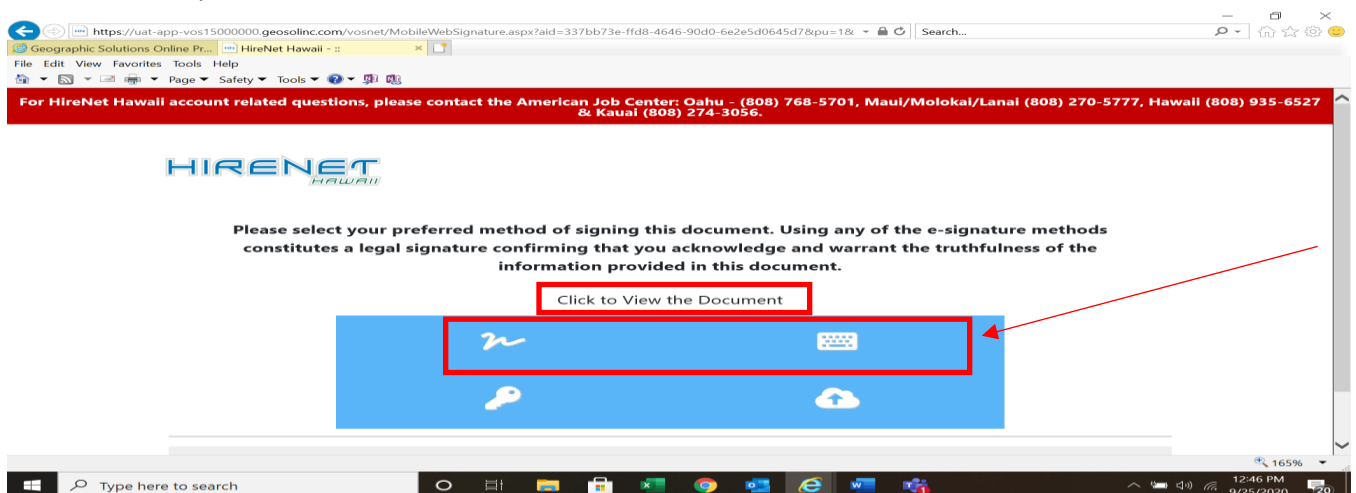
- 8) A message will be sent to participant's in-box within HireNet Hawaii and a link will either be sent by text or email (dependent upon the mode of delivery)



- 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: Allyson n Capture Signature
Herbert, Yolanda WIOA #163215514

Staff Signature: Allyson n Capture Signature
Allyson Guzman WIOA #163215514

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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) 274-3056.



Thank you! Your signature has been submitted.

[Return to Dashboard](#)

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19.0

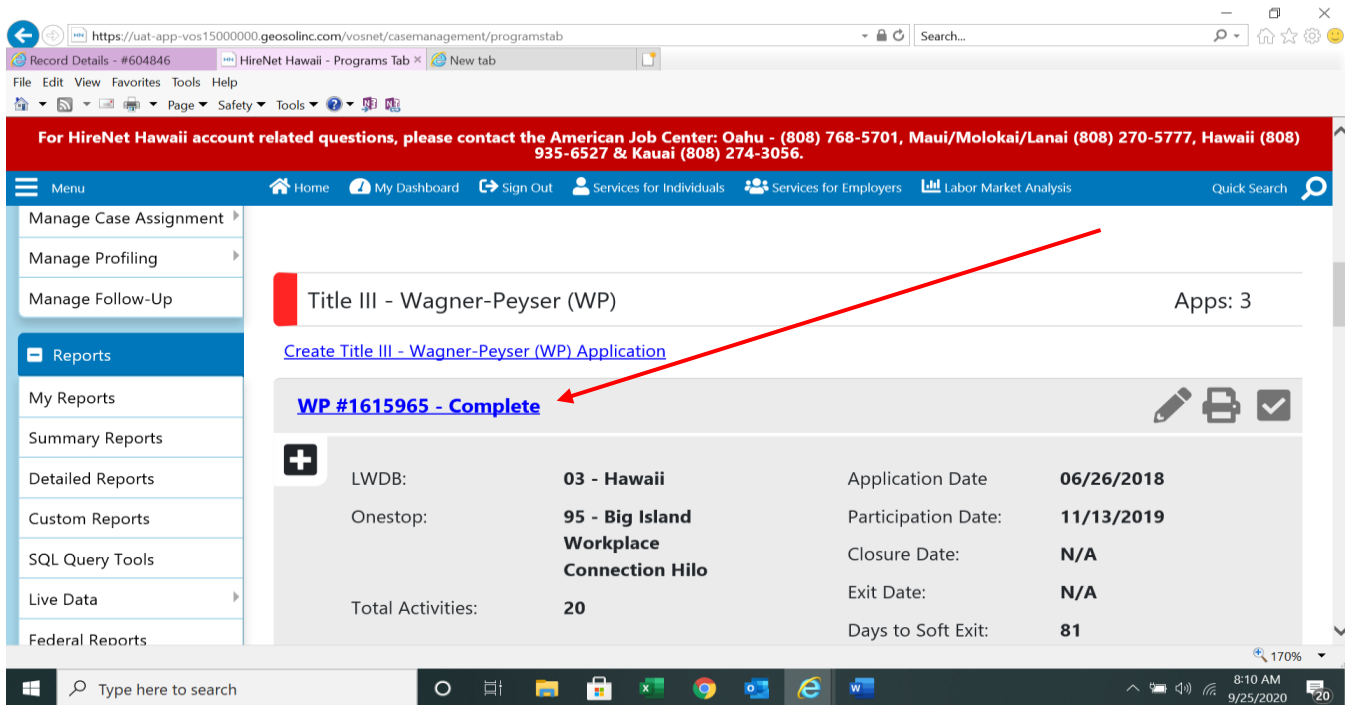
Type here to search

165%

1:04 PM
9/25/2020

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