

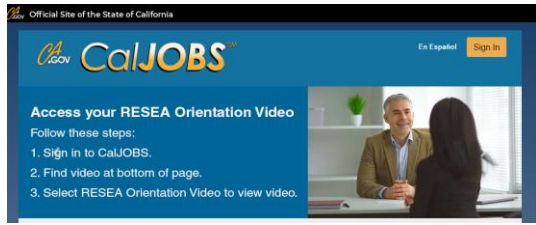
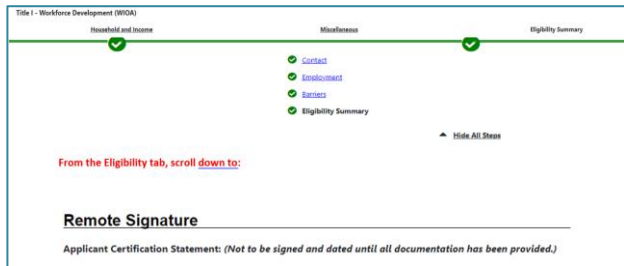
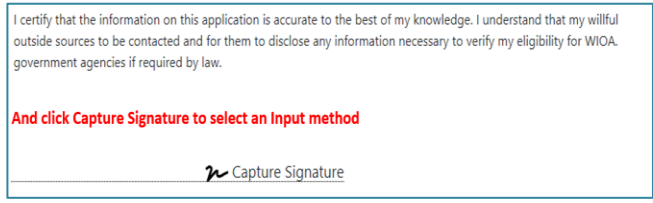

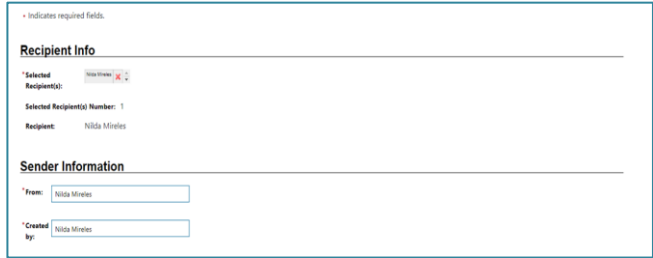
CalJOBS Remote Signature – User Guide

Introduction

The CalJOBS Remote Signature is a tool the Youth Provider Staff can use for obtaining customer signature on the Workforce Innovation and Opportunity Act (WIOA) application.

CalJOBS Remote Signature

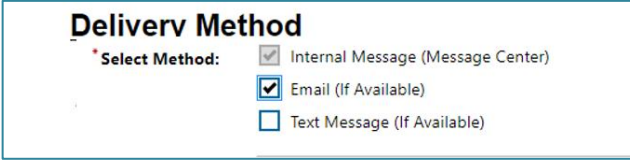
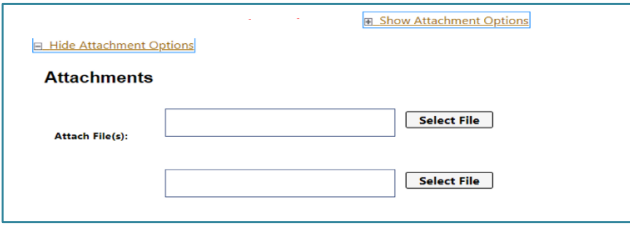
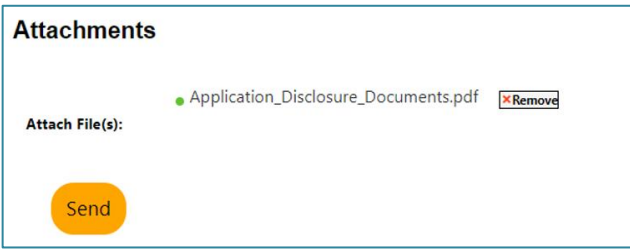
This user guide provides the steps on how the Youth Provider staff can send the Remote Signature link and any additional documents to the customer via email.

Step	Action	Result
1	Access CalJOBS	
2	<ul style="list-style-type: none"> Go to the Eligibility Summary tab of the WIOA application (last page of the online application process), and Scroll down to the Remote Signature section 	
3	Click Capture Signature to select an input method	
4	<ul style="list-style-type: none"> Select Message as the Signature Input Method. Once Message is selected the system generates section for: <ul style="list-style-type: none"> Recipient Information, and Sender Information. Complete the appropriate information for both sections of the Message 	 

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CalJOBS Remote Signature, continued

Step	Action	Result
5	Select Email as the Delivery Method option	
6	<ul style="list-style-type: none"> Scroll down to Attachment Options; this will allow staff to add other documents to the email for customers to complete, and Click Select File to locate document and attach to the Email Message <p>Note: The selected document will appear under Attachments. If the incorrect document was attached, click remove button and re-do step 6.</p> <ul style="list-style-type: none"> Click Send; CalJOBS will: <ul style="list-style-type: none"> Generate an email with a link for the customer to sign the WIOA application, and Include the added documents for customer to sign. 	 

Email

The following is an image of the email sent in CalJOBS to the customer:

