QuickGuide: Signing an Application Signature Request

When your signature is requested on an application in CTO Stream, you'll receive an email (from donotreply@infonetica.net) alerting you that you're signature is required, along with an html link to the application form within CTO Stream***** This QuickGuide outlines the steps required for accessing and signing-off on application forms in CTO Stream.

*If you receive an error when clicking this link, this means you <u>have not been given a role</u> on the study. Contact a member of the study team if you need access to the study. **You can still proceed with signing-off on the application following the instructions below.**

To find the application form you are required to sign:

1. Log in to CTO Stream.

2. Click the Signatures tile of your Work Area *(Figure 1.0)*.

The red number on the front of the Signatures tile represents how may signature requests are pending a response.

Figure 1.0

3. The Signatures tile contains a list of all current/previous signature requests you've received. Locate the signature request with the status of "Requested" and click the 'View Form' button *(Figure 2.0)*. This will take you to the application form you have been asked to sign.

Any signature request with status of "requested", is still pending a response.

Figure 2.0

To sign the application form:

4. Click the 'Sign' button **from the Actions Menu** in the top left-hand side of the screen *(Figure 3.0)*. A pop-up window will then appear to display the attestation from the "Agreement and Approval" section of the form.
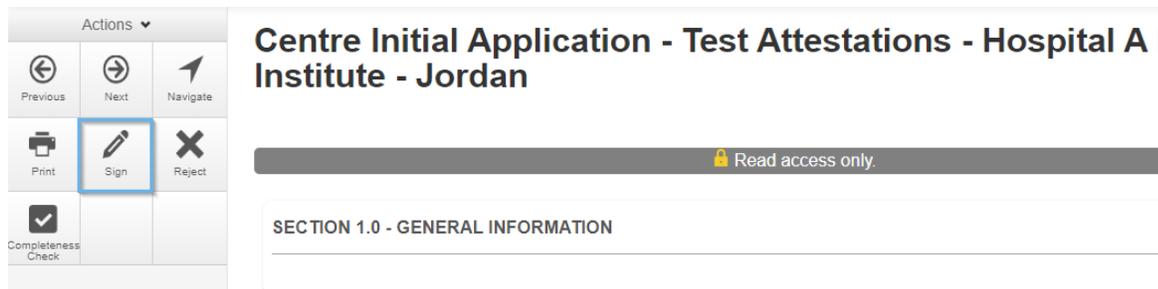
Figure 3.0

5. Press the green 'Accept' button at the bottom of the window to agree to the attestation *(Figure 4.0)*.
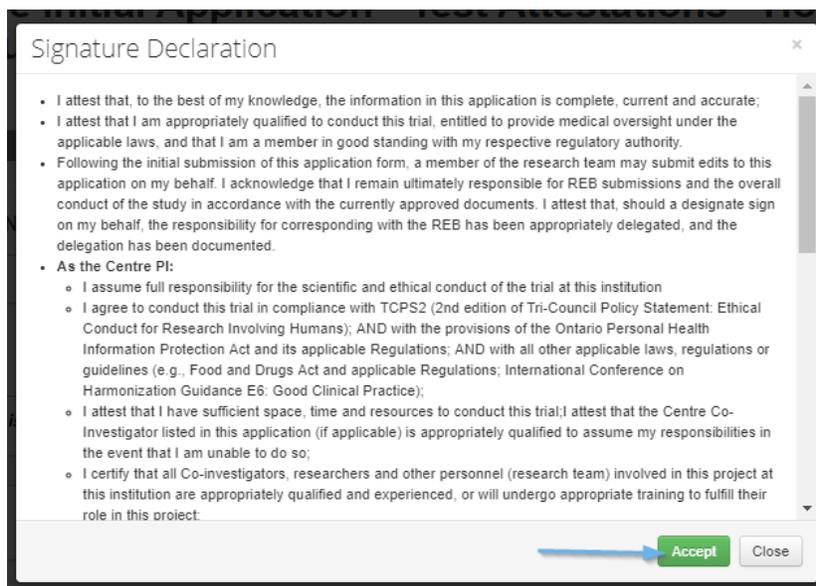

Figure 4.0

6. Re-enter your login credentials in the pop-up window and press the green 'Sign' button at the bottom of the window *(Figure 5.0)*. Please allow the application a few seconds to save and complete the signature process. The form will automatically submit once the final signature is applied to the form.
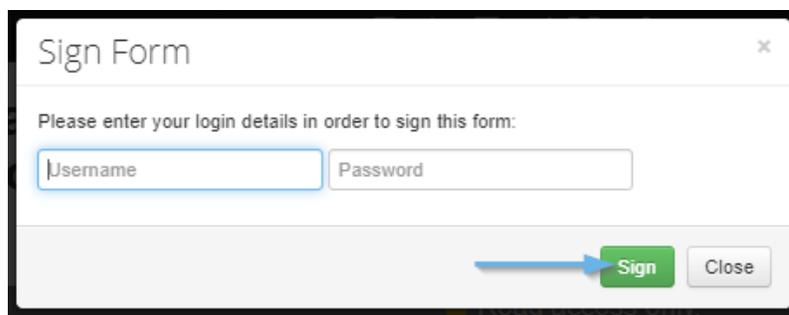

Figure 5.0

Questions?
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