

Attachment C: CalJOBS Electronic Signatures Screenshots (CalJOBSSM WIOA Application Electronic Signature Instructions)

The Electronic Signature Module provides the ability to add electronic signatures to the Workforce Innovation and Opportunity Act (WIOA) Program. The Electronic Signature is required in the WIOA Application, Credential Page, and in the Individual Employment Plan (IEP) within CalJOBS directly.

1. WIOA Application

Title I - Workforce Development (WIOA) 1 / 11

Intro Contact Demographic


Intro Contact Demographic

- ✓ Intro
- ✓ Veteran
- ✓ Public Assistance
- ✓ Miscellaneous
- ✓ Contact
- ✓ Employment
- ✓ Barriers
- ✓ Eligibility Summary
- ✓ Demographic
- ✓ Education
- ✓ Household And Income

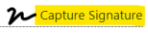
The WIOA Application signature section is at the bottom of the page on the Eligibility Summary.

Remote Signature

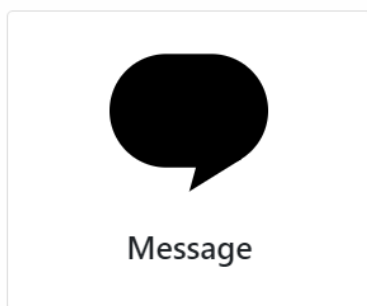
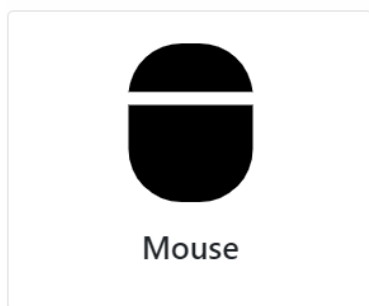
Applicant Certification Statement: (Not to be signed and dated until all documentation has been provided.) I certify that the information on this application is accurate to the best of my knowledge. I understand that my willful misstatement of the facts may cause my forfeiture of rights in the WIOA Program and may result in criminal action. I give permission for outside sources to be contacted and for them to disclose any information necessary to verify my eligibility for WIOA. I further understand and agree that my social security number and other information on this application will be provided to other government agencies if required by law.

Applicant Signature: _____ 

To add the signatures, click on Capture Signature.

Staff Signature: _____ 

Select Signature Input Method



When staff clicks on the signature capture link, there will be two options: Mouse or Message.

Staff will use the Mouse for their signature and the Message to obtain the applicant signature.

Message Section: This message will be sent to the applicant to obtain the signature.

Recipient Info

* Selected Recipient(s):

Selected Recipient(s) Number: 1

Recipient:

Fill out the required fields in the Message section. Click on Send at the bottom of the page.

Sender Information

* From: !

* Created by: !

Delivery Method

* Select Method:

- Internal Message (Message Center)
- Email (If Available)
- Text Message (If Available)

Use Recipient's Preferred Notification Method

* From Email Account:

Request Read Receipt: Yes No

You will also receive an email notification if you select Text Message or Text Message Notification

Message

* Subject:

* Message:

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Hello Please click on <https://tinyurl.com/yf53ovlf> to review and sign the document.

(160 characters max)
Current Characters: 91

Signature Block Options

Add Signature:

Office for Signature:

2. Individual Employment Plan (IEP)

- [-] **My Individual Profiles**
 - [+] [Personal Profile](#)
 - [+] [Search History Profile](#)
 - [+] [Self Assessment Profile](#)
 - [+] [Communications Profile](#)
- [-] **My Individual Plans**
 - [+] [Employment Plan Profile](#)
 - [+] [Training Plan Profile](#)
 - [+] [Benefits Plan Profile](#)
 - [+] [Financial Plan Profile](#)
- [-] **Staff Profiles**
 - [+] [General Profile](#)
 - [-] [Case Management Profile](#)
 - [Case Summary](#)
 - [Programs](#)
 - Plan**
 - [Assessments](#)
 - [+] [Report Profile](#)

Click on the Plan Tab to create the IEP.

Case Summary Programs **Plan** Assessments

Objective Assessment Summary

There are No Objective Assessment Summaries

Create Objective Assessment Summary

Individual Employment Plan/Service Strategy

Create Individual Employment Plan/Service Strategy

Once the Individual Employment Plan is created, staff can add the signature by clicking on the Capture.

Remote Signature

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Applicant Signature: _____ 

Staff Signature: _____ 


  

Credential Information

* Credential Received:

Other Credential:

Credential Verification: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

* Date Credential Received: (mm/dd/yyyy)  [Today](#)

Associate to Training/Activity record: [[Search Activities/Services](#)]

Agency Code: - [[Agency Code Search](#)]

[Save](#) [Cancel](#)

Remote Signature

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Applicant Signature: _____  [Capture Signature](#)

Staff Signature: _____  [Capture Signature](#)

 [Save](#) [Cancel](#) [Delete](#) [Print](#)
