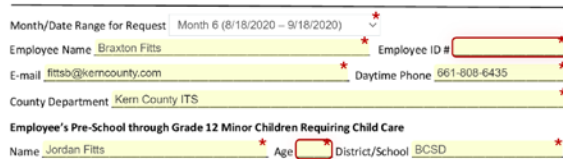


Electronic Signature Help

The signature process is very different on desktop and mobile so we are including separate sections for each platform.

Desktop (note: large tablets may also show this layout rather than the mobile layout)

- Step 1. After you finish filling out the form proper, click “*Submit and Sign*”
Note: If nothing happens when you click this, make sure that you don’t have any errors on the form. If there is an error, the field with the error will have a red outline. This can be seen on the image below:



Month/Date Range for Request: Month 6 (8/18/2020 – 9/18/2020) ✓

Employee Name: Braxton Fitts ✓ Employee ID #: [Red Outline] ✓

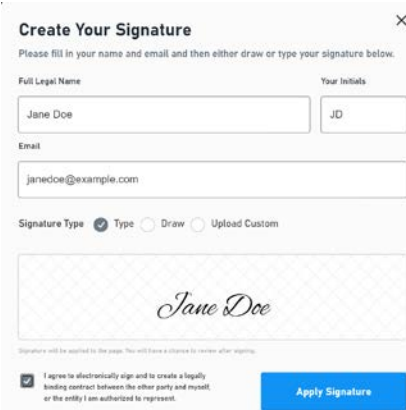
E-mail: fittsb@kerncounty.com ✓ Daytime Phone: 661-608-6435 ✓

County Department: Kern County ITS ✓

Employee's Pre-School through Grade 12 Minor Children Requiring Child Care

Name: Jordan Fitts ✓ Age: [Red Outline] District/School: BCSD ✓

- Step 2. If the form requires you to upload any supporting documents, you will be asked to upload them before proceeding.
- Step 3. You will be asked to enter your name and email and agree to sign electronically.
- Step 4. You will be asked to draw, type, or upload a custom image for your signature.
- Step 5. Click the blue button that says “*Apply Signature*”. The image below shows the popup box that appears which you will use to complete these first three steps.



Create Your Signature X

Please fill in your name and email and then either draw or type your signature below.

Full Legal Name: Jane Doe Your Initials: JD

Email: janedoe@example.com

Signature Type: ☒ Type ☐ Draw ☐ Upload Custom

Jane Doe

☒ I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent.

Apply Signature

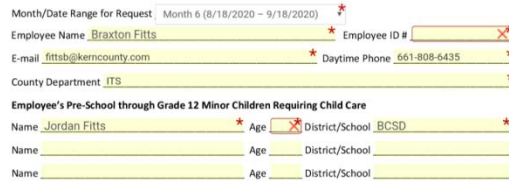
- Step 6. You will be returned to the form, and the first area that needs either your initials or signature will be filled in.
- Step 7. Click *Next*, and then “*Apply Signature*”. The second area that needs your initials or signature will be filled in. Repeat this process until all areas requiring your initials and signature are filled in.
- Step 8. Click “*Finalize and Submit*”.
- Step 9. After clicking “*Finalize and Submit*”, it may ask you to enter the name and email address of the next signer. If it does, do so and click on *Continue* to submit the form.

Mobile

Note: If the form requires you to upload supporting documents, depending on your platform that information may be requested before or after you go through the signature process.

Step 1. After you finish filling out the form proper, tap “Submit and Sign”

Note: If nothing happens when you tap this, make sure that you don’t have any errors on the form. If there is an error, the field with the error will show a red X along with a red outline. This can be seen on the image below:



Month/Date Range for Request: Month 6 (8/18/2020 – 9/18/2020) *

Employee Name: Braxton Fitts *

Employee ID #: * (Red X)

E-mail: fittsbj@kerncounty.com * (Red X)

Daytime Phone: 661-808-6435 * (Red X)

County Department: ITS *

Employee's Pre-School through Grade 12 Minor Children Requiring Child Care

Name: Jordan Fitts *

Age: * (Red X)

District/School: BCSD * (Red X)

Name: * (Red X)

Age: * (Red X)

District/School: * (Red X)

Step 2. You will be asked to enter your name and email and agree to sign electronically.

Step 3. You will be asked to rotate your mobile device in order to draw or type your signature.

Step 4. After drawing or typing your signature, tap the blue checkbox button .

The two images below show the two screens you will see on your mobile device to complete these first three steps.



Cancel eSign Here Next

Please fill in your name and email below and then click "Next".

Jane Doe

janedoe@kerncounty.com

☒ I agree to electronically sign and to create a legally binding contract between the other party or parties and myself, or the entity I am authorized to represent.

Rotate To Sign

Rotate your device to show signature options

Hand icon

Jane Doe

A

Signature: Jane Doe

☒

Step 5. After you tap the blue checkbox button, you will be returned to the form, and the first area that needs either your initials or signature will be filled in.

Step 6. Tap *Next*, and then “Sign”. The second area that needs your initials or signature will be filled in. Repeat this process until all areas requiring your initials and signature are filled in.

Step 7. After filling out the last signature or initials, it may ask you to enter the name and email address of the next signer. If it does, do so and tap on *Continue* to submit the form.