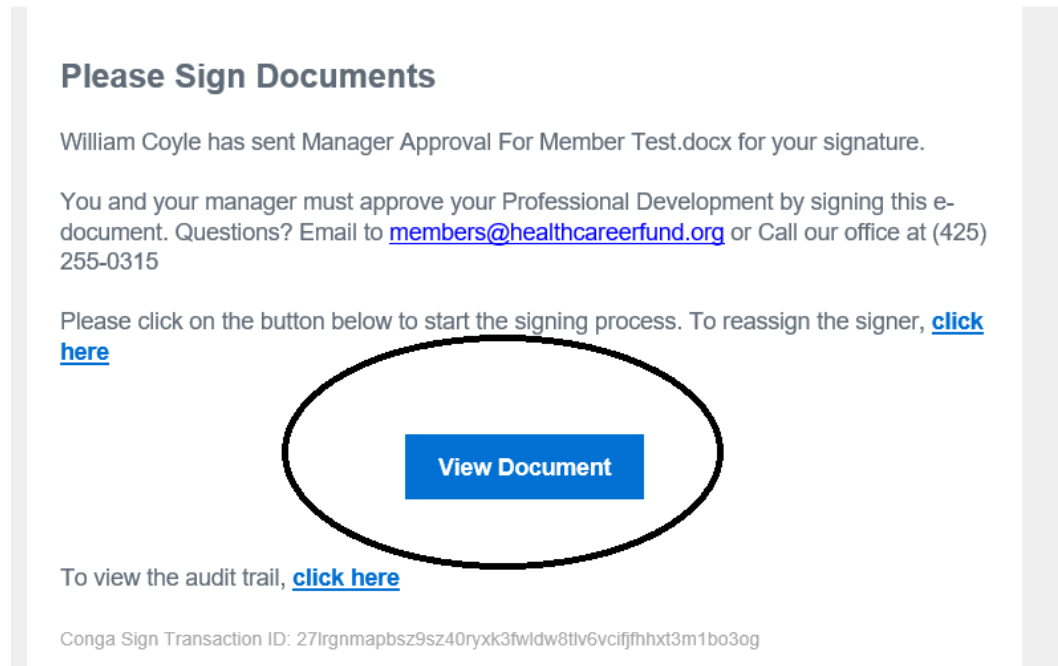


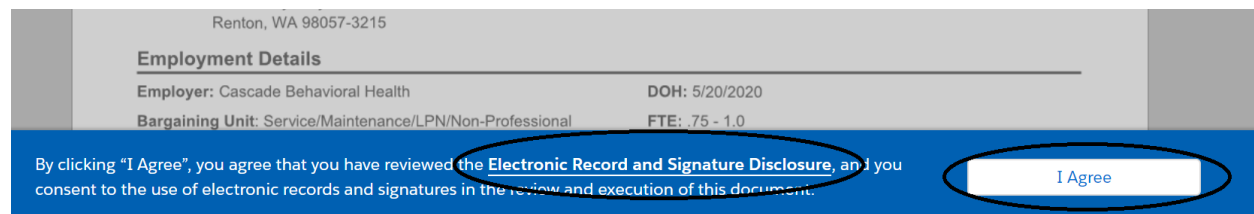
Electronic Signing with your Training Fund

This guide will describe the basic steps for creating and using an electronic signature using Conga Sign for official documents needed by your Training Fund.

Step 1: If you have something that we need signed you will receive an email that looks like the graphic below. Click on the blue **View Document** button (*NOTE: the email will have slightly different wording depending on the document needing your signature*):



Step 2: Read and accept the Electronic Records and Signature Disclosure. This disclosure provides information regarding your rights and commitments regarding your electronic signature. Once you are ready to start signing click the 'I Agree' button:

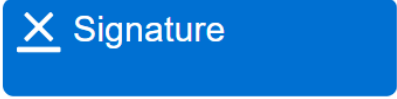


(continued below)

Step 3: Find the place where you need to sign by scrolling through the document till you find a blue box titled "Signature." Click this to choose/create your electronic signature:

Type of PD Activity: Professional Membership **Title of PD Activity:** test auto and trigger
Requested Amount: \$253.75 **Date of Payment:** 5/06/2020

Member's Signature:

 7/9/2020

Name: Member Test Date

Under penalty of perjury, I state that the information provided in my request is correct. By signing this form, I approve funding on my behalf. I understand that I may only be reimbursed if my manager/supervisor approves this activity and received all supporting documents.

Signature Style Selection


CHOOSE STYLE DRAW

Confirm your name and choose signature style. * Are required fields.

* Full Name * Initials

[View Additional Styles](#)


By clicking "Adopt Signature and Sign", I understand that I am signing this document.



Step 4: Complete your signing portion by clicking the "Complete Signing" button in the upper right corner of your screen/phone:

original-sign.com/app/v1/sign/1uksl4chlxpkoezpralwbu0v05310at4kw04ne201krsq01111

MULTI-Employer
ATION FUND

Cancel Transaction 


Page 1 of 1 English

PD Activity Details

Sponsoring Organization: test trigger

Type of PD Activity: Professional Membership **Title of PD Activity:** test auto and trigger
Requested Amount: \$253.75 **Date of Payment:** 5/06/2020

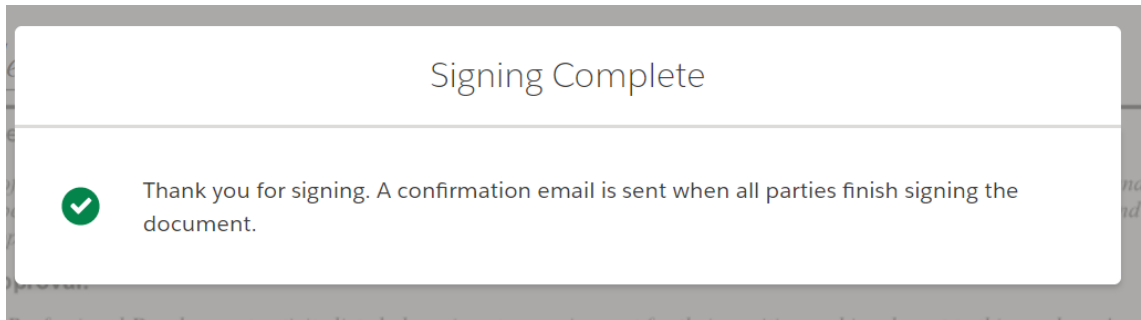
Member's Signature:

 7/9/2020

Name: Member Test Date

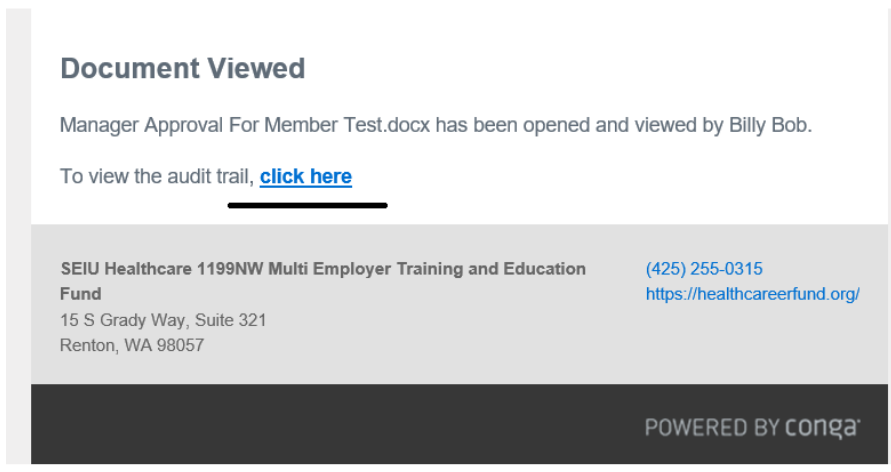
(continued below)

Your portion of signing is complete when you see this message:

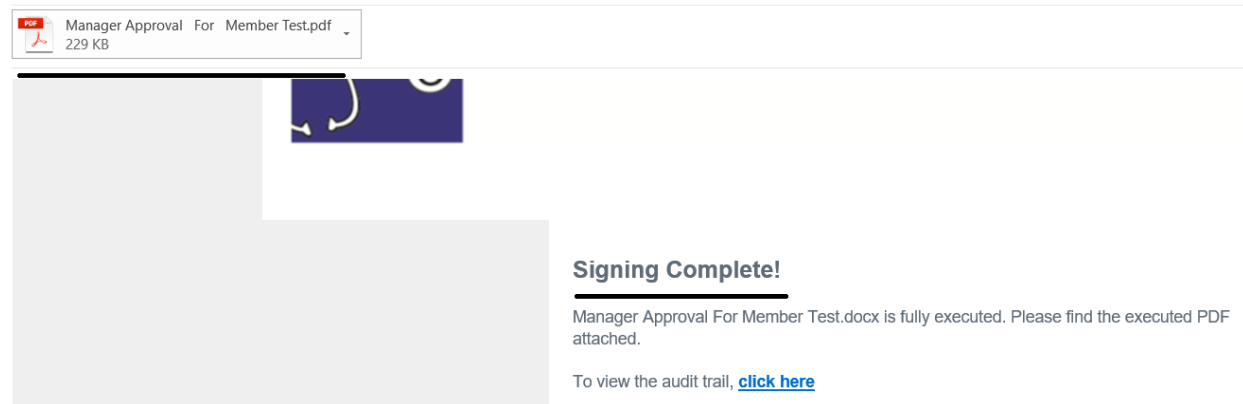


Step 5: If there is another person who needs to sign (For example a manager signature document for Professional Development reimbursement requests) they will receive an email to complete the form.

You will start to receive emails when the next signor has viewed and signed their portion. *(You can also click on the blue link next to the phrase "To view the audit trail..." to see where your document is at in its signature life cycle).*



Final confirmation that ALL parties have signed will appear like the example below and includes a PDF of all signatures for your records. You do not need to forward us this PDF unless requested by staff. (We should have it on file after everything has been completed.)



If you have any questions about how to create or use your new e-signature with Conga Sign reach out to us at members@healthcareerfund.org or by using the “Live Chat” option at our website, www.healthcareerfund.org.