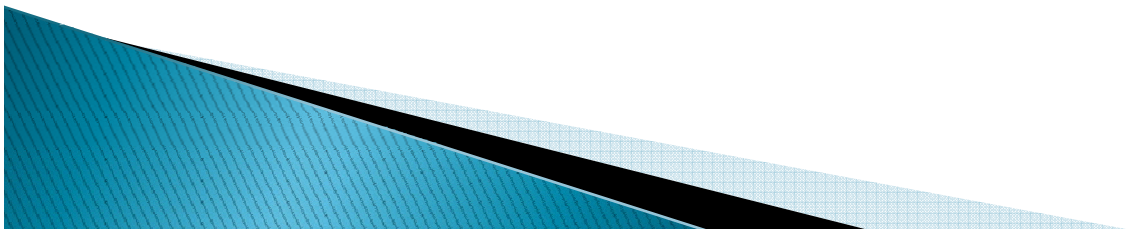




Civil Air Patrol Sertifi Tutorial

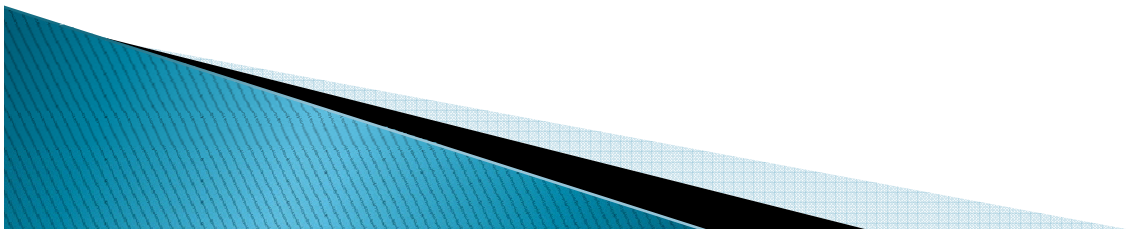
Overview & Benefits

- ▶ Sertifi automates the process of sending and obtaining documents for approval and signature. A completely secure web-based solution, senders and signers can send, sign and store documents through their web browser.
- ▶ Sertifi can track the entire process including when signers clicked on the link inside the email, signed the document or printed to sign and fax in.
- ▶ Sertifi stores the document, audit trail, and transaction history inside your secure Sertifi site.



Adding a Document

- ▶ Scan and store the document in PDF format on your local computer.
- ▶ Sign on to the Sertifi site and upload the document, specifying who is to provide approvals.





Administrative Page

This is your starting point for quickly setting up customer transactions.

Send a Signature Request

Transfer/Share Files *Beta

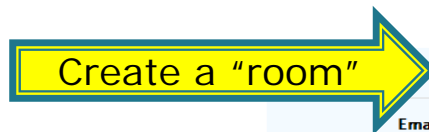
Administration



- [Send a signature request](#)
- [View my files](#)
- [Files requesting my signature](#)
- [My Address Book](#)



Create a new signature request



* Indicates a required field

File Name *

Email Address(es) * [My Address Book](#)

[Add to Address Book](#)

Enter email addresses of users required to sign this file.
Separate emails with commas.

CC(Non-Signers) [My Address Book](#)

Separate emails with commas.

Sign Type * ☒ Electronically
☐ Print, Sign, and Fax
☐ Either Electronically or Print, Sign, and Fax

File Password

For additional authentication you can add a file password that you distribute and users must have to sign the document.

Additional Custom Fields

This last field is for longer responses

Comments

Current fields are **Name** and **Email**.

Approval Voting ☒ Enable ☐ Disable

Approval Quorum

Enter a number to activate. ([More Help?](#))

Would you like to send your signers an email invite to sign this file? ☒ Yes ☐ Later

Note: You can always send invites later.

Message

Optional

Cancel

Next



Civil Air Patrol - South Carolina

Electronic Signing Service



Logged in as wa@scwg.cap.gov [Logout] [FAQ](#) - [Support](#)



Signature Documents

Upload documents requiring signature to place in this file.

Test.pdf

[Add/Edit signing locations](#)

Title:



Add up to 4 additional documents



Additional Uploads



Reference Documents

Upload reference or non-signature documents to place in this file.

File:



Additional Uploads



Civil Air Patrol - South Carolina

Electronic Signing Service



Logged in as wa@scwg.cap.gov [[Logout](#)] [FAQ](#) - [Support](#)

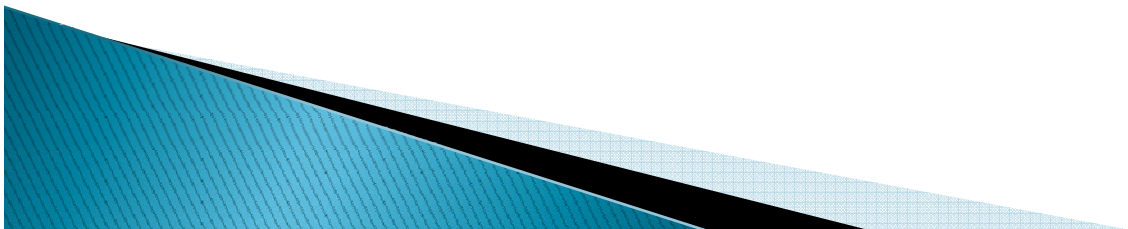
File Name	SertifiTest
Send to emails	emsmith@metromark.net,wa@scwg.cap.gov
Second Signers	
CC to emails	
Cosign	No
Allow documents to be signed	Electronically
ID Check	None
File Password	
Additional Fields	Comments
Forms	
Documents	Test
Reference Documents	
Invite Customers	Yes
Invite Email Message	This is a test. Please go through the process but DISAPPROVE, please.
Hide Email Addresses	No

[Back](#)

[Finish](#)

Approving a Document

- ▶ Click on the link in the Sertifi notification email.
- ▶ Approve or disapprove the document; add comments if appropriate.



Nancy Gleaton, SCWG/WA

From: Nancy Gleaton [services@sertifi.com]
Sent: Tuesday, April 14, 2009 12:27 PM
To: wa@scwg.cap.gov
Subject: CAP - South Carolina Documents for E-Signature

Nancy Gleaton has prepared documents for your signature named 'SertifiTest'

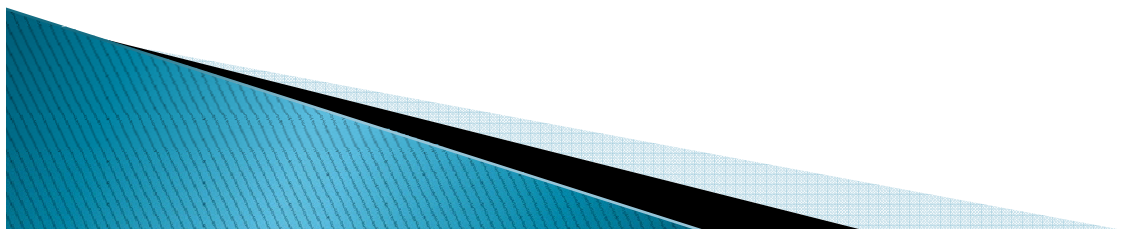
"This is a test. Please go through the process but DISAPPROVE, please."

The CAP - South Carolina E-Sign Solution allows you to review and sign documents in an electronic environment. It's easy and secure. Click the link below to view the documents or cut and paste the following URL in your browser:

<http://www.sertifi.com/cap/southcarolina/passthrough.aspx?email=vKBW0a0VtO83ktEJxtG0yQ%3d%3d&ac=HiVpWEZzu8YDMB7P3vA9&sq=5AhB9LyFu7E%3d>

If you have any questions related to documents or wish to contact Nancy Gleaton, please email at: wa@scwg.cap.gov

Powered by Sertifi Electronic Signature Services. <http://www.sertifi.com>.



Signing Instructions

[Click here to hide Instructions](#)

Sign Electronically

To sign electronically, complete the signature box at the bottom of the document and click on the "Sign Electronically" button.

If you are having difficulty viewing this document download a pdf version by clicking [here](#).

Approval Voting:

☐ Approve

☐ Disapprove

Sign This Document

Sertifi
TRUST SERVICES

Please complete the information below

Name To Sign:

Email Address:

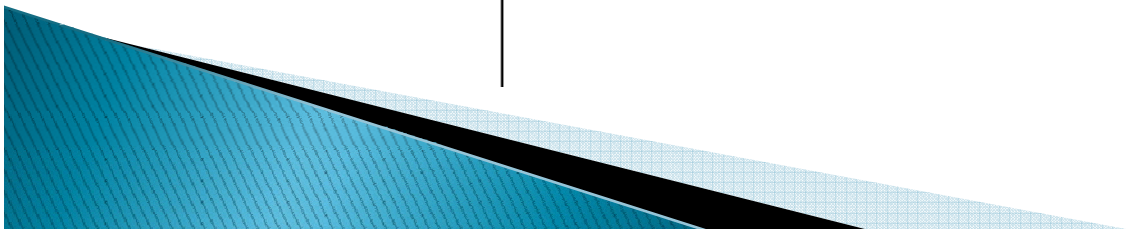
Comments

Comments

☐ I acknowledge that I am applying a legally binding electronic signature in my name to this document and I have read and agree to the [Terms of Service](#) and [Consumer Disclosure](#).

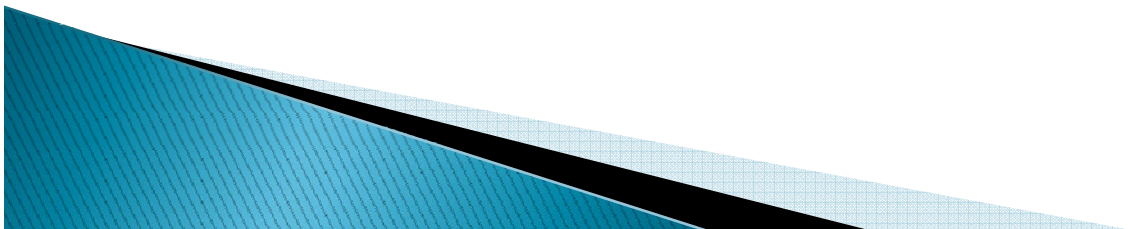
Sign Electronically

TEST



Signature Notifications

- ▶ An email is received by each signer whenever a document is signed by others.
- ▶ A final email is received by the originator, notifying that all signatures have been done.
- ▶ Each signer receives copy of the final document.



Nancy Gleaton, SCWG/WA

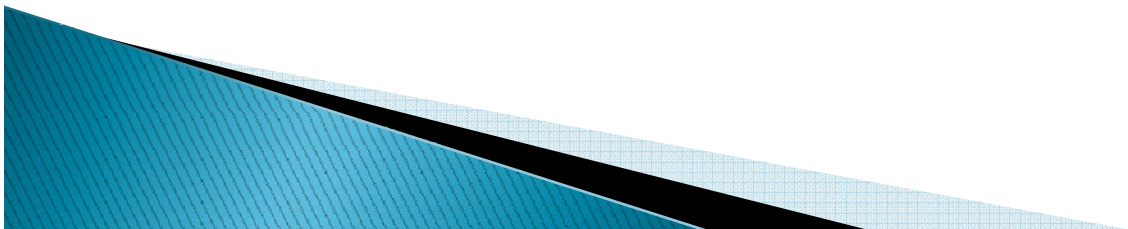
From: User Services [services@sertifi.com]
Sent: Tuesday, April 14, 2009 1:38 PM
To: wa@scwg.cap.gov
Subject: Signature received for SertifiTest

File **SertifiTest** has been signed by emsmith@metromark.net.

[Click here to view the document](#)

Awaiting signatures from all parties.

Powered by Sertifi Electronic Signature Services. <http://www.sertifi.com>.

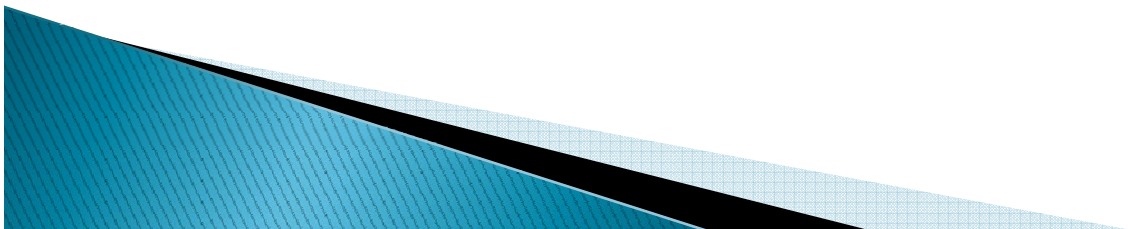


Nancy Gleaton, SCWG/WA

From: Nancy Gleaton [services@sertifi.com]
Sent: Tuesday, April 14, 2009 1:53 PM
To: wa@scwg.cap.gov
Cc: emsmith@metromark.net; wa@scwg.cap.gov
Subject: File SertifiTest has been signed at CAP - South Carolina
Attachments: TEST_pdf.pdf

All requested signatures have been received for "TEST" for file "SertifiTest". The signed version of the document is attached to this email. You may also view the signed document by accessing your account at <http://www.sertifi.com/cap/southcarolina>

Powered by Sertifi Electronic Signature Services. <http://www.sertifi.com>.



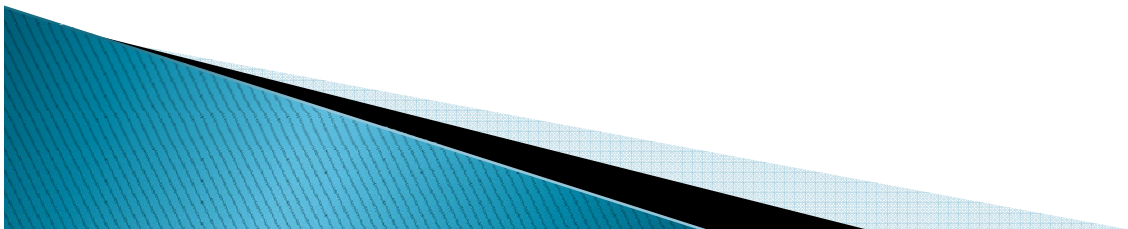
E-Signed: 4/14/2009 12:52:50 PM CST
Nancy Gleaton
wa@scwg.cap.gov
Comments: Comments
Vote: APPROVED
IP: 167.7.184.200
Sertifi Electronic Signature

E-Signed: 4/14/2009 12:38:12 PM CST
Aurel E. Smith
ems@metromark.net
Comments: Comments
Vote: DISAPPROVED
IP: 74.239.84.20
Sertifi Electronic Signature
DocID: 20090414112706243

TEST
==

Managing Documents

- ▶ See who has clicked on the link inside the document to see who has/has not signed
- ▶ Retrieve signed and unsigned documents
- ▶ Invite users to sign again if they have not acted or if the supporting documentation has changed
- ▶ Close the transaction and “remove” anyone who has not signed






Administrative Page

This is your starting point for quickly setting up customer transactions.

Send a Signature Request

Transfer/Share Files *Beta

Administration

- 
- [Send a signature request](#)
 - [View my files](#)
 - [Files requesting my signature](#)
 - [My Address Book](#)



Civil Air Patrol - South Carolina

Electronic Signing Service



> [Go to Administrative Page](#)

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My Files

[View Archived Files](#)

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File name	Owner	Signers	Created On	Open	Signed
MS090405	wa@scwg.cap.gov	emsmith@metromark.net hrogers@florescairport.com	04/16/2009 11:03 AM CST	0	1
09A4352-Anderson-16Feb09	wa@scwg.cap.gov	williameshook@bellsouth.net	04/16/2009 10:57 AM CST	1	0
09T4798-Booker-22Mar09	wa@scwg.cap.gov	defarrow@yahoo.com	04/16/2009 10:54 AM CST	0	1
09T4798-Reid-20Mar09	wa@scwg.cap.gov	defarrow@yahoo.com	04/16/2009 09:26 AM CST	0	1
09T4798-Figarola-22Mar09	wa@scwg.cap.gov	defarrow@yahoo.com	04/16/2009 09:26 AM CST	0	1
09T4798-McDowell-24Mar09	wa@scwg.cap.gov	defarrow@yahoo.com	04/16/2009 09:25 AM CST	0	1
09A4531-SC090-22Mar09	wa@scwg.cap.gov	nashira9@gmail.com	04/16/2009 08:46 AM CST	0	1
Voyager850944158904	wa@scwg.cap.gov	emsmith@metromark.net	04/14/2009 12:24 PM CST	0	1
SertifiTest	wa@scwg.cap.gov	wa@scwg.cap.gov emsmith@metromark.net	04/14/2009 11:26 AM CST	0	1
McDowell-AEBudget-090322	wa@scwg.cap.gov	emsmith@metromark.net	04/14/2009 11:24 AM CST	0	1
09-0135-Turner	wa@scwg.cap.gov	emsmith@metromark.net	04/14/2009 11:23 AM CST	0	1
Grant-Piersma-090409a	wa@scwg.cap.gov	emsmith@metromark.net	04/14/2009 11:22 AM CST	0	1
Grant-Piersma-090409	wa@scwg.cap.gov	emsmith@metromark.net	04/14/2009 11:21 AM CST	0	1
Roberts-CCLunch	wa@scwg.cap.gov	fthsmith@clemsonfans.net	04/09/2009 11:48 AM CST	0	1
McDowell-LGBudget-13Mar09	wa@scwg.cap.gov	emsmith@metromark.net	04/09/2009 11:00 AM CST	0	1
FIACard0903	wa@scwg.cap.gov	emsmith@metromark.net jlindler@scwg.cap.gov	04/09/2009 10:46 AM CST	0	1
AT&T0904	wa@scwg.cap.gov	emsmith@metromark.net	04/09/2009 10:00 AM CST	0	1
09A5151-Davidson-04Apr09	wa@scwg.cap.gov	hrogers@florescairport.com	04/07/2009 12:25 PM CST	0	1
09M0309-Sheyda-23Mar09	wa@scwg.cap.gov	defarrow@yahoo.com	04/07/2009 10:02 AM CST	0	1
CityOfCayce090401	wa@scwg.cap.gov	emsmith@metromark.net	04/07/2009 09:57 AM CST	0	1



Civil Air Patrol - South Carolina

Electronic Signing Service



[Go to Administrative Page](#) > [Go to My Customer Files](#)

Logged in as [wa@scwg.cap.gov](#) [[Logout](#)] [FAQ](#) - [Support](#)

File: SertifiTest

Signed documents

TEST 4/14/2009 11:27:06 AM

Participants

[Add Participant](#)

Quorum: 2

emsmith@metromark.net	Signer	Last Visit: 04/14/2009 12:37 PM CST
[Invite]	Signed 1 of 1	Last Invite: 04/14/2009 11:27 AM CST

wa@scwg.cap.gov	Signer	Last Visit: 04/14/2009 12:52 PM CST
[Invite]	Signed 1 of 1	Last Invite: 04/14/2009 11:27 AM CST

File Maintenance

[Invite All Signers](#)

[Upload Additional Documents](#)

[View Activity](#)



Civil Air Patrol - South Carolina

Electronic Signing Service



> [Go to Administrative Page](#)

Logged in as wa@scwg.cap.gov [[Logout](#)] [FAQ](#) - [Support](#)

File: SertifiTest

<-- [Go Back](#)

Date/Time	User	Activity	Details
4/14/09 11:26 AM	wa@scwg.cap.gov	Room created	
4/14/09 11:26 AM	wa@scwg.cap.gov	Signer added	wa@scwg.cap.gov
4/14/09 11:26 AM	wa@scwg.cap.gov	Signer added	emsmith@metromark.net
4/14/09 11:27 AM	wa@scwg.cap.gov	Document added	TEST
4/14/09 12:37 PM	emsmith@metromark.net	Signer accessed room	
4/14/09 12:37 PM	emsmith@metromark.net	Signer accessed document	TEST
4/14/09 12:38 PM	emsmith@metromark.net	Signature received	TEST - Electronic Disapproved
4/14/09 12:51 PM	wa@scwg.cap.gov	Signer accessed room	
4/14/09 12:51 PM	wa@scwg.cap.gov	Signer accessed document	TEST
4/14/09 12:52 PM	wa@scwg.cap.gov	Signature received	TEST - Electronic Approved
4/14/09 12:52 PM	System	Document signed	TEST
4/14/09 12:52 PM	wa@scwg.cap.gov	Signer accessed room	



File: 09A4352-Anderson-16Feb09

Documents awaiting signature

09A4352-Anderson-090216a [Remove Document](#) [Replace Document](#)

Participants

[Add Participant](#)

Quorum: 1

[williameshook@bellsouth.net](#) **Signer** **Last Visit:**
[[Edit](#) - [Remove](#) - [Invite](#)] **Signed 0 of 1** **Last Invite: 04/16/2009 10:58 AM CST**

File Maintenance

[Invite All Signers](#)

[Upload Additional Documents](#)

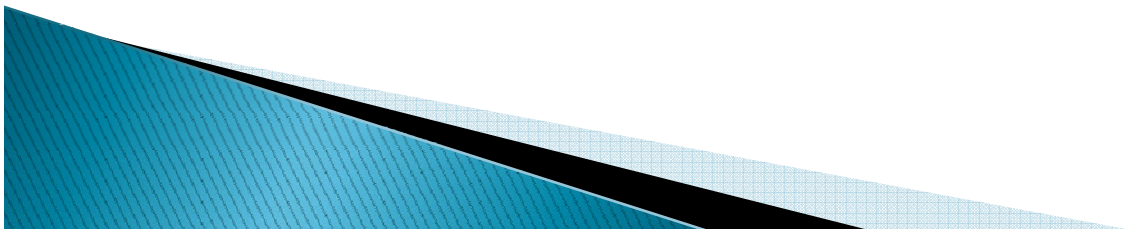
[Delete This File](#)

[View Activity](#)

Important – Must REMOVE non-signers in order for document to be completed.

Non-Signature Documents

- ▶ Use Sertifi to transmit documents securely that do not need signatures.
- ▶ Provides audit trail for important distributable information.





Civil Air Patrol - South Carolina

Electronic Signing Service



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Administrative Page

This is your starting point for quickly setting up customer transactions.



Send a Signature Request

Transfer/Share Files *Beta

Administration

- [Send a signature request](#)
- [View my files](#)
- [Files requesting my signature](#)
- [My Address Book](#)



Administrative Page


This is your starting point for quickly setting up customer transactions.

Send a Signature Request

Transfer/Share Files *Beta

Administration

Use this area to securely send documents and files and track when they have been received, available to you at no charge during the Beta period.

- 
- [Send a file securely](#)
 - [See all files I've sent securely](#)



Send Files Securely

Required Fields

* **Fileset Name:**

* **Recipients:** (separated with commas)

* **Files** (10 MB limit total)

1:	<input type="text"/>	<input type="button" value="Browse..."/>
2:	<input type="text"/>	<input type="button" value="Browse..."/>
3:	<input type="text"/>	<input type="button" value="Browse..."/>
4:	<input type="text"/>	<input type="button" value="Browse..."/>
5:	<input type="text"/>	<input type="button" value="Browse..."/>

Optional Fields

You may assign a password the user must have to access the files

Password:

You may enter a custom message for these files

Message:

☐ Email me a return receipt

