

## QuickGuide: Responding to a Signature Request

When your signature is requested on an application in CTO Stream, you'll receive an email (from [donotreply@infonetica.net](mailto: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 have not been given a role 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*). The red number on the front of the Signatures tile represents how many signature requests are pending a response.



Figure 1

3. The Signatures tile contains a list of all the current and previous signature requests you've received. Locate the signature request with the status of "Requested" and click the 'View Form' button (*Figure 2*). This will take you directly to the application form your signature has been requested on.

Signatures

Search Signatures

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Principal Investigator	RCT X vs Y	1802	Ms. Centre Administrative Study Contact		03/Jun/2020 12:54	04/Jun/2020 11:36	Invalidated	View Form
Principal Investigator	RCT A vs B	2830	Mr. Scott Tomlinson		03/Jun/2020 12:10		Invalidated	View Form
Principal Investigator	RCT X vs Y	1802	Ms. Provincial Administrative Study Contact	Hi! Can you please sign the CIA?	03/Jun/2020 12:01		Requested	View Form
Principal Investigator	RCT A vs B	2830	Ms. Jackie Hutton		26/May/2020 14:40	26/May/2020 15:02	Recalled	View Form

Figure 2

To sign the application form:

4. Click the 'Sign' located in the **Actions Menu** at the top left-hand side of the page (*Figure 3*). Once you press the button a pop-up window appears to display the attestation from the "Agreement and Approval" section of the form.

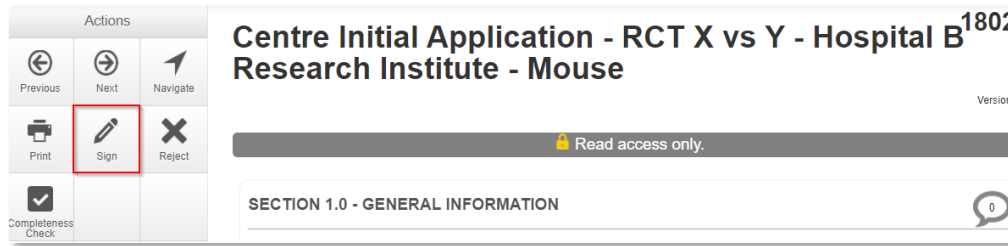


Figure 3

- Review the attestation and press the green 'Accept' button at the bottom of the window to agree (Figure 4).

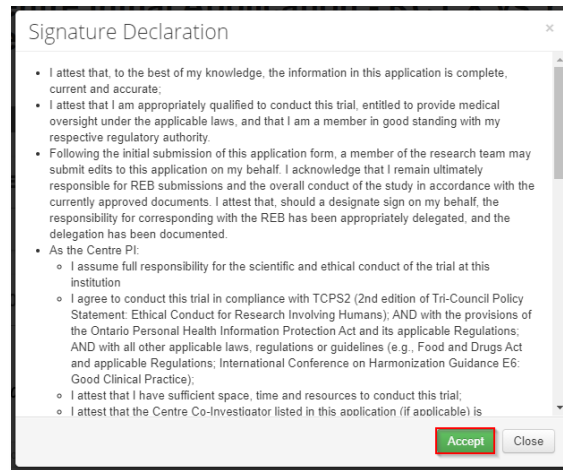


Figure 4

- Re-enter your login credentials in the pop-up window and press the green 'Sign' button at the bottom of the window (Figure 5). 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.

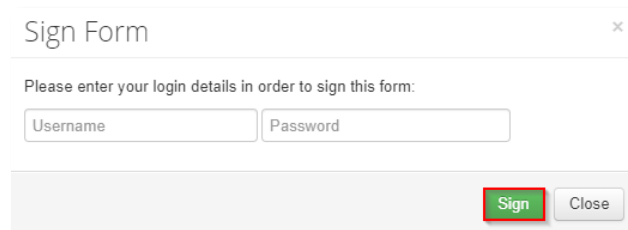


Figure 5

Questions? submit a support ticket at [support.ctontario.ca](https://support.ctontario.ca)