



Signature Requests in CTO Stream

Online Helpdesk:
support.ctostream.ca

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1. Logging in to CTO Stream

Access the CTO Stream applicant login portal at apply.ctostream.ca using the latest version of one of the supported browsers below:

- Google Chrome
- Firefox
- Microsoft Edge
- Safari

Use your email address and password to log in to the system. If you need assistance accessing your account, please contact CTO support via the online helpdesk at: support.ctontario.ca.

2. Signing/Rejecting a Signature Request

When someone is asked to sign a form, they will receive an email containing a link to CTO Stream (as well as a notification within the system). In addition, the request will be visually displayed (number in red) on the Signatures tile in their work area.

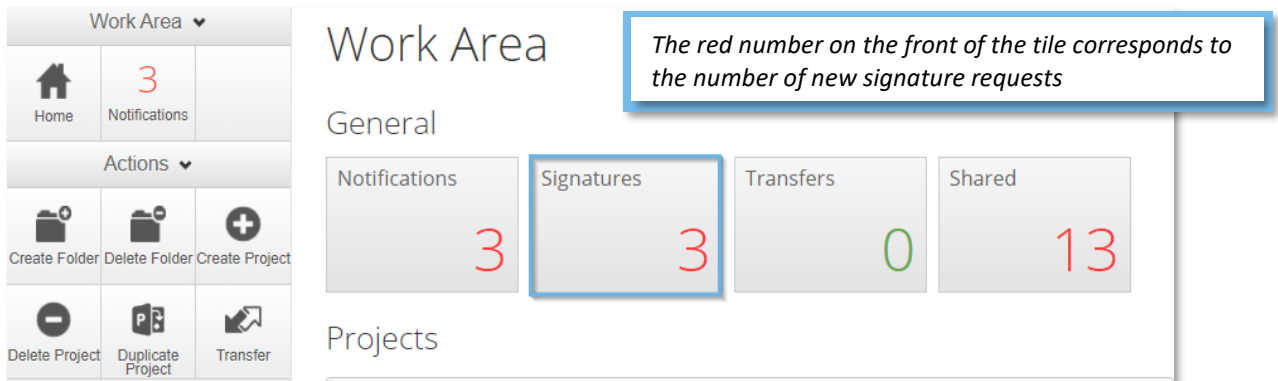
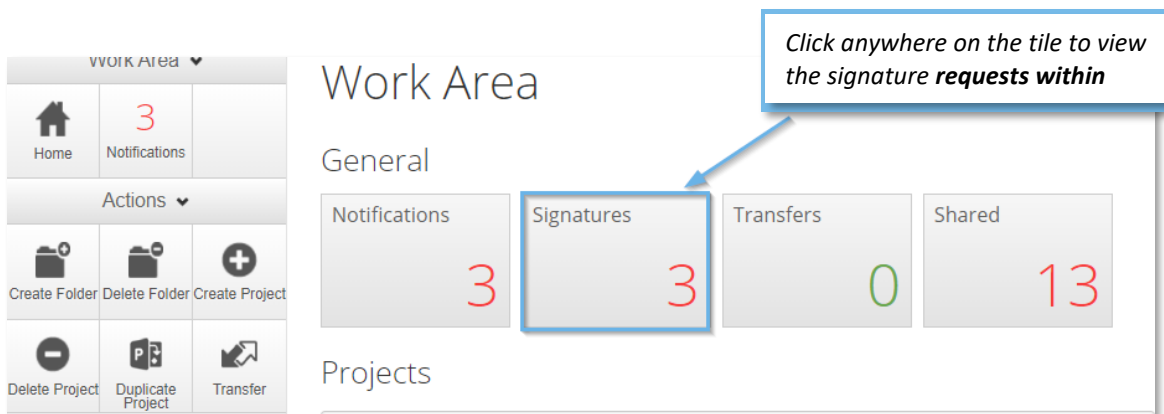


Figure 1

a) Viewing the application:

1. Click the **Signatures** tile to view the “Signatures” page.



2. Click 'View Form' in the far-right column to go to the application form.

Signatures

Search Signatures

In the Actions column, click 'View Form'

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Institutional Representative	RCT X vs Y	1874	Mr. Scott Tomlinson		12/Nov/2019 15:15		Requested	View Form
Institutional Representative	RCT A vs B	1856	Mr. Scott Tomlinson		12/Nov/2019 14:06		Requested	View Form

3. Review application form.

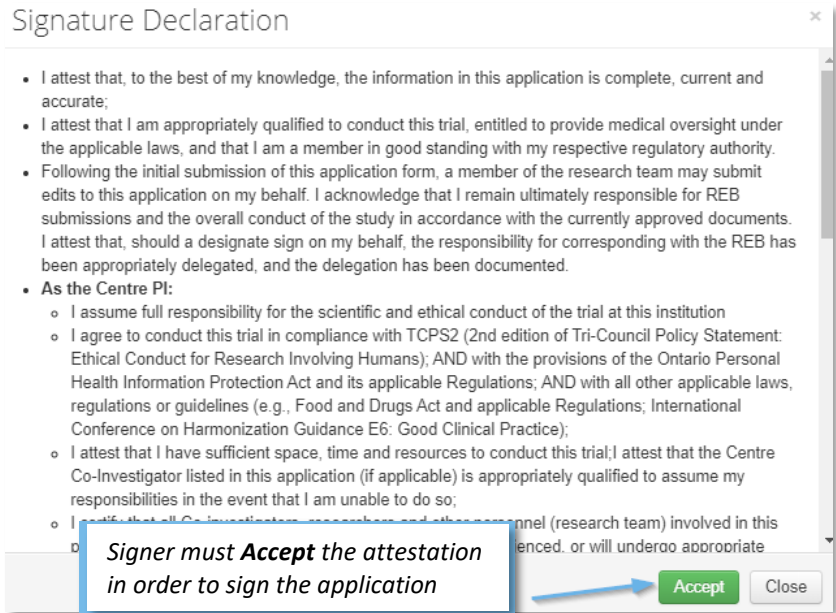
- You can move between sections and pages of the form by clicking the 'Previous' and 'Next' buttons in the Action Menu on the left-hand side of the screen.

b) Signing the application:

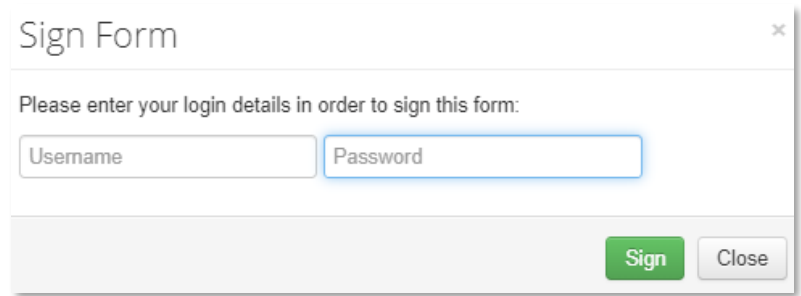
1. Click 'Sign' in the Action Menu on the left of the screen.

- Note: Use the 'Sign' button and not 'Signatures'.

2. Once the 'Sign' button is pressed an attestation will appear in a pop-up window. The 'signer' must agree to the attestation in order to proceed.

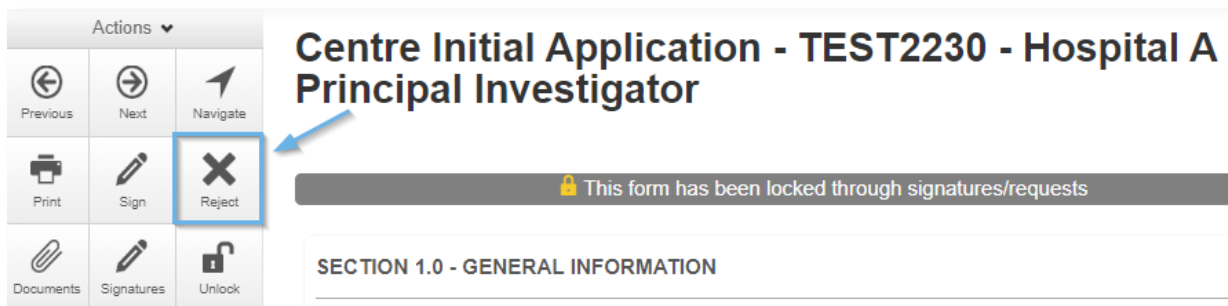


3. Once Accept is pressed, a second pop-up window appears to **enter your Username and Password**. Click the green 'Sign' button when you are done.

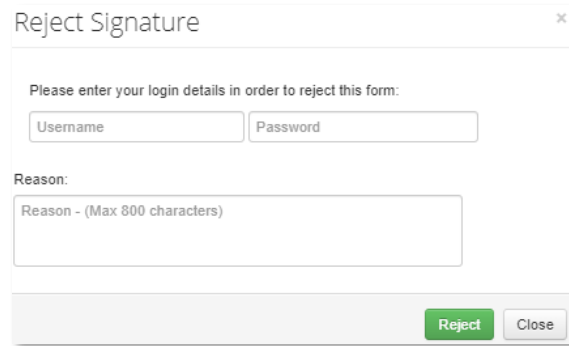


c) Declining the signature request

1. Click the 'Reject' button in the action panel on the left of the screen.



2. A pop-up window will appear to **enter your email address and password** AND **provide a reason** for rejecting the signature request in the 'reason' field. Click the green 'Reject' button when you are done.
 - **Note:** Providing a reason is mandatory when rejecting a signature request.

A screenshot of a web application dialog box titled "Reject Signature". The dialog has a close button (X) in the top right corner. Below the title, there is a prompt: "Please enter your login details in order to reject this form:". This is followed by two input fields: "Username" and "Password". Below these is a section labeled "Reason:" with a large text area for input, containing the placeholder text "Reason - (Max 800 characters)". At the bottom right of the dialog, there are two buttons: a green "Reject" button and a grey "Close" button.