

QuickGuide: Responding to a Signature Request

When your signature is requested on an application in CTO Stream, you'll receive an email from the system to alert you that your signature is required. The email contains a hyperlink to the application form in the system* (the email is sent from donotreply@infonetica.net). This document outlines the steps required to access the application and respond to the signature request.

*If you receive an "Access Denied" message when clicking the link, it means you have not been given a role on the study in CTO Stream.

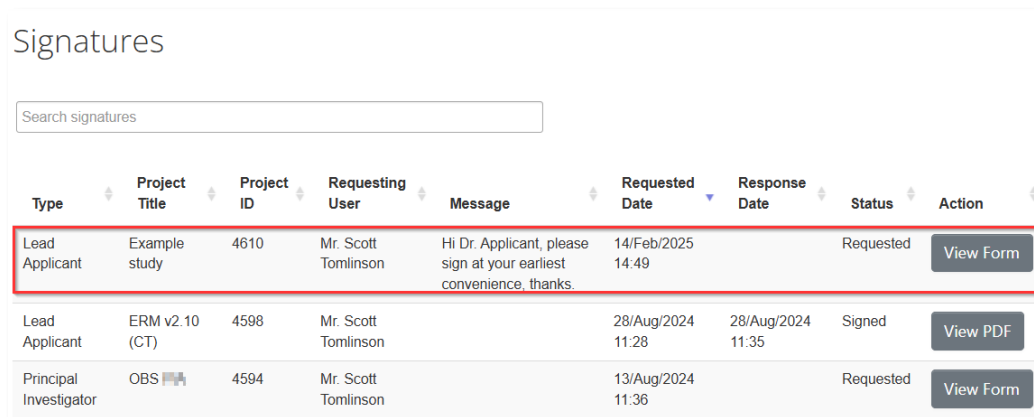
To locate the application form your signature was requested on:

1. [Login](#) to your CTO Stream account.
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 which has 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.



The screenshot shows the 'Signatures' page with a search bar and a table of requests. The first row is highlighted with a red border, showing a 'Requested' status and a 'View Form' button.

| Type | Project Title | Project ID | Requesting User | Message | Requested Date | Response Date | Status | Action |
|------------------------|----------------|------------|---------------------|---|-------------------|-------------------|-----------|---------------------------|
| Lead Applicant | Example study | 4610 | Mr. Scott Tomlinson | Hi Dr. Applicant, please sign at your earliest convenience, thanks. | 14/Feb/2025 14:49 | | Requested | View Form |
| Lead Applicant | ERM v2.10 (CT) | 4598 | Mr. Scott Tomlinson | | 28/Aug/2024 11:28 | 28/Aug/2024 11:35 | Signed | View PDF |
| Principal Investigator | OBS | 4594 | Mr. Scott Tomlinson | | 13/Aug/2024 11:36 | | Requested | 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.

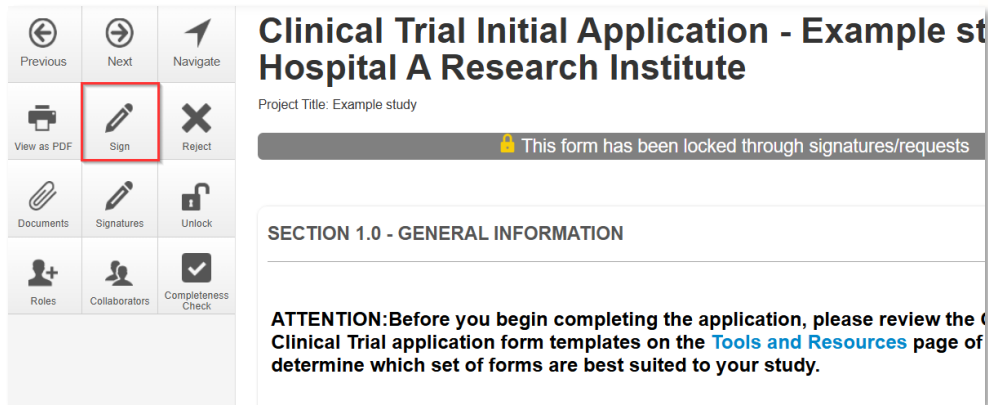


Figure 3

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

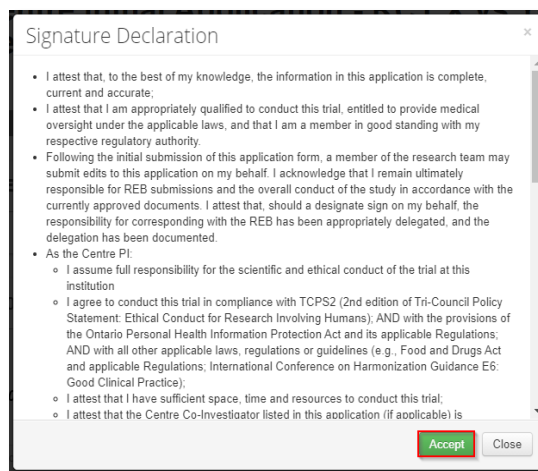


Figure 4

- Re-enter your login credentials in the pop-up window and press the green 'Sign' button at the bottom of the window (Figure 5). Allow the application a few seconds to save and complete the signature process. If multiple signatures are required on the form, it will automatically submit once the final signature is applied.

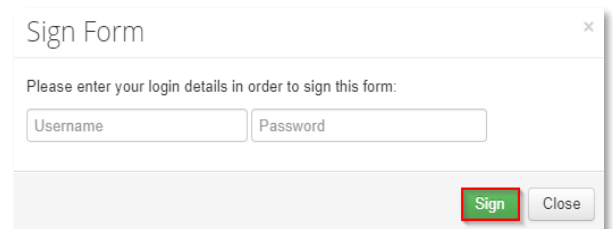


Figure 5

Questions? submit a support ticket at support.ctontario.ca