THE SIGNATURE VERIFICATION APPLICATION

This new application takes the place of the old **Signature Verification** process. This new application accommodates three types of individuals:

- **Existing Signers** - Individuals who already have a NetFile User account and have received their Signer ID and Signer PIN code use this new application to accept and reject filings. See "Existing Signers" on page 2.

- **Current NetFile Users** - Individuals who already have a NetFile User account use the new application to sign up for a Signer ID and Signer PIN code, and generate Signature Cards. See "New Signers" on page 3.

- **New NetFile Users** - Individuals who currently do not have a NetFile User account use the application to create their NetFile User account, request their Signer ID and Signer PIN code and generate Signature Cards. See "New Signers" on page 3.

You need only one Signer ID and associated Signer PIN code to accept and electronically sign campaign statements e-filed to any of the following agencies:

- San Francisco Ethics Commission
- City of Berkeley

During the new signer registration process, you will be asked to select the agencies that you will be submitting campaign statements to. After you submit your registration and receive your Signer ID and Signer PIN code, you will be directed to download a Signature Card Packet that contains a Signature Card for each of the agencies (jurisdictions) that you selected during registration. Your Signer ID and Signer Pin code remain in a pending state until you submit the Signature Card according to the instructions printed on the Signature Card and the receiving agency approves the card.

IMPORTANT! Candidates and other committee officers employing a professional treasurer who uses the NetFile for Professional Treasurers application are not required to use the new Sign application to review and digitally sign the documents. These candidates and other committee officers are required to register as Signers and submit Signature Cards to the appropriate Signature Verification agencies, but they will not follow the same procedures for reviewing and accepting filings. This process is handled within the NetFile for Professional Treasurers application.

EXISTING SIGNERS

Not much has changed for existing signers, but there are a few changes of note.

CHANGES FOR EXISTING SIGNERS

1. Existing signers use their Signer ID and Signer PIN code to sign in to the new application.

    a. This provides the signer with immediate feedback on the validity of the Signer ID and Signer PIN code combination.

    b. The new *Sign In* form displays a link (*Lost your PIN code?*) under the Signer PIN code field to reset the PIN code.

    c. Once you sign in, the new application does not require any further authentication when accepting or rejecting documents.

2. Existing signers who are both the committee's candidate and its treasurer see only one filing to accept or reject. In the old Signature Verification process, a signer who is both the candidate and the treasurer for the committee would see two instances of a single filing: one for the candidate and one for the treasurer. In the new application, the system recognizes that the candidate and the treasurer are the same signer and therefore displays only one instance of the filing.

SIGN IN FOR EXISTING SIGNERS

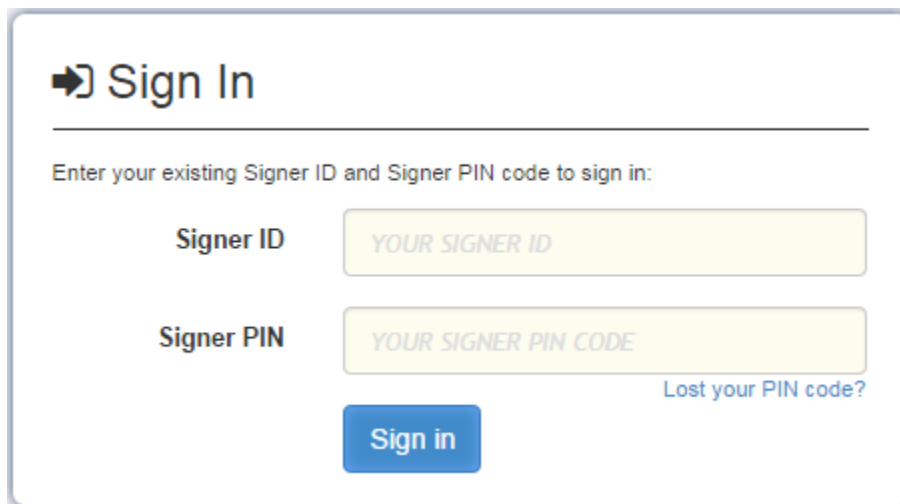Existing signers use the Sign In form (Figure 1):

Figure 1

1. Go to https://netfile.com/sign.

2. In the Sign In form enter your *Signer ID*.

3. Enter your *Signer PIN* code.

NOTE: Use the *Lost your PIN code?* link if you do not remember your Signer PIN code or if it has become compromised.

4. Click the *Sign In* button. The system opens the *Documents* page. See ["Reviewing Documents" on page 7](#).

NEW SIGNERS

There are two types of new signers:

- **Current NetFile Users** - Individuals who are already registered NetFile Users. These users could have created their NetFile User themselves or their city or county agency could have created their NetFile User when setting them up as a Form 700 (SEI) filer or a lobbyist filer.

- **New NetFile Users** - Individuals who are new to the NetFile system and have not registered as a NetFile User.

Both current and new NetFile Users who need to register as a signer use the *Sign Up* form (Figure 2) to start the registration process:

Figure 2

1. Go to https://netfile.com/sign.
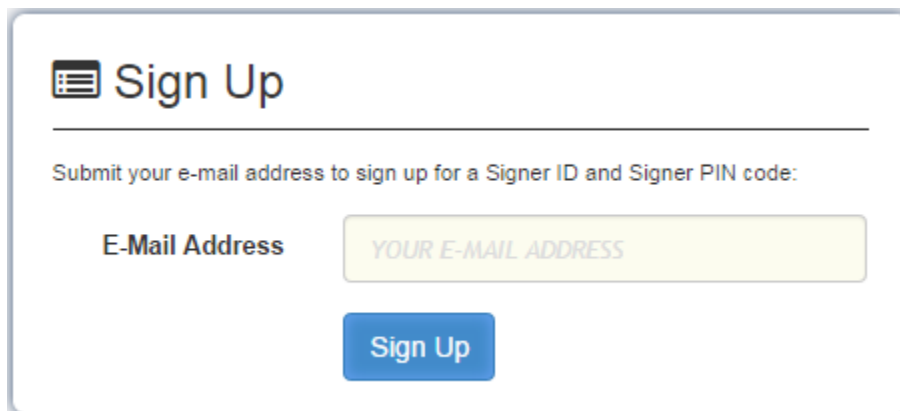
2. Enter your *E-Mail Address* in the Sign Up form.

    a. If you are a current NetFile User, make sure to enter the e-mail address of your NetFile User. If you do not, the system will not recognize you as a NetFile User and will sign you up as a new NetFile User.

    b. If you are a new NetFile User, enter the e-mail address that you want associated with your new NetFile User. The e-mail address must be valid because the system sends confirmation e-mails during the registration process.

3. Click the *Sign Up* button. The system opens the *Confirmation Required* page (Figure 3) informing you that it has e-mailed a message to the e-mail address you provided.
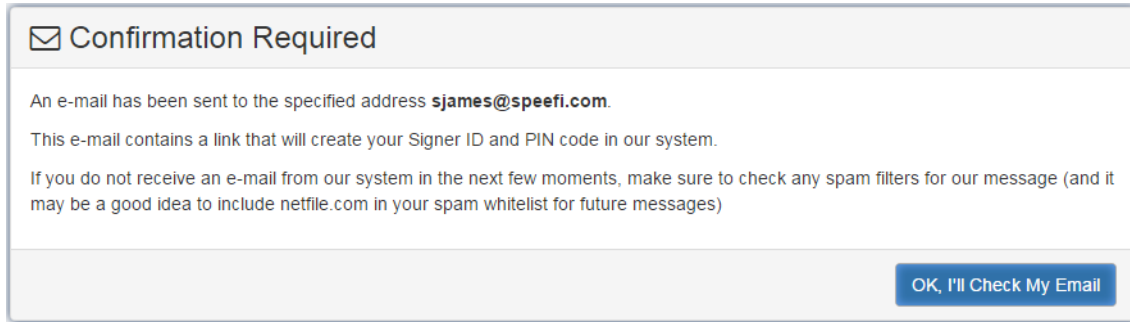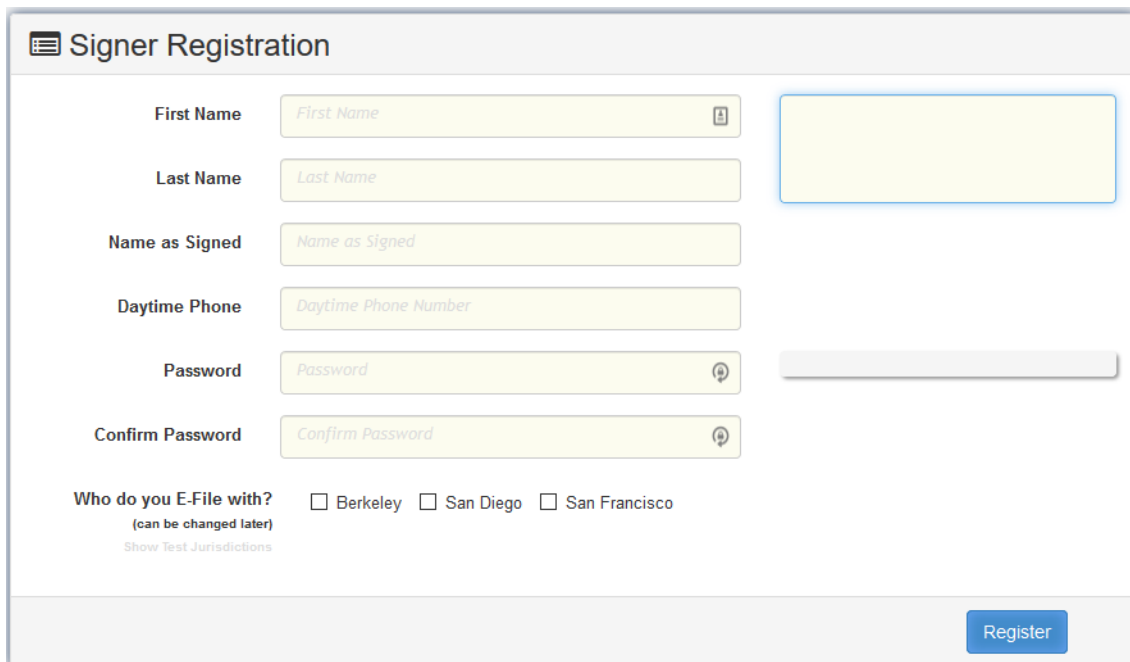
Figure 3

4. Open your e-mail program, find the e-mail and open it. Click the confirmation link to open the *Signer Registration* page. The system has evaluated your e-mail address and the contents of the *Signer Registration* form reflects your status as a NetFile User. The contents of the form for a current NetFile User contains fewer fields than the registration form for a new NetFile User.

NOTE: If you don't receive the e-mail in your Inbox, check your Junk or Spam folders. For those using an AOL e-mail address, look in your Deleted mail folder.

REGISTER AS A NEW NETFILE USER

When the system does not recognize the e-mail address you use in the *Sign Up* form, it opens the *Signer Registration* form (Figure 4) for new NetFile Users. When you use this form to register, the system creates a new NetFile User and assigns the user a Signer ID and Signer PIN code.

Figure 4

To complete the registration process:

1. *First Name* - Enter your first name.

2. *Last Name* - Enter your last name.

3. *Name as Signed* - Enter your name as you sign it on a legal document. This is used to represent your digital signature on your Signature Cards and it should match the printed signature used on campaign statements.

4. *Daytime Phone* - Enter a telephone number where you may be reached during the day.

5. *Password* - Create your own NetFile User password. Passwords must contain a minimum of six (6) characters. NetFile recommends that your password be 8 characters including at least one capital letter and one number or special character. The password meter displays the strength of your password.

6. *Confirm Password* - Enter your new password again.

7. *Who do you E-File with?* - Select the agency that you e-file with. You must select at least one agency and you may select multiple agencies. Each agency requires a separate and distinct Signature Card. View the Signature Cards for submission details.

8. Click the *Register* button. The *Registration Complete!* page opens displaying your new Signer ID and Signer PIN Code (see Figure 5 on page 5).

Figure 5

9. Record your Signer ID and Signer PIN code. Use the *Print this Page* button or write down the information and keep it in a safe location. Remember, you will use your Signer ID and Signer PIN code to sign in to the system.

10. Download and print your Signature Card packet. Click the Download Signature Card Packet button and then print the packet. Read and follow the submission instructions on each Signature Card. These instruction may be different for each of the four Signature Verification agencies.

IMPORTANT! Your Signer ID and Signer PIN code are in a pending state until an agency approves your Signature Card. As soon as an agency approves your Signature Card, your Signer ID and PIN code become active *in the approving agency*.

11. Click the *View Documents* button to open the *Documents* page. See "Reviewing Documents" on page 7.

REGISTER AS AN EXISTING NETFILE USER

When the system recognizes the e-mail address you use in the *Sign Up* form, it opens the *Signer Registration* form for current NetFile Users (see Figure 6 on page 6). Since you are already a NetFile User, the system requires very little new information to provide you with a Signer ID and Signer PIN code.
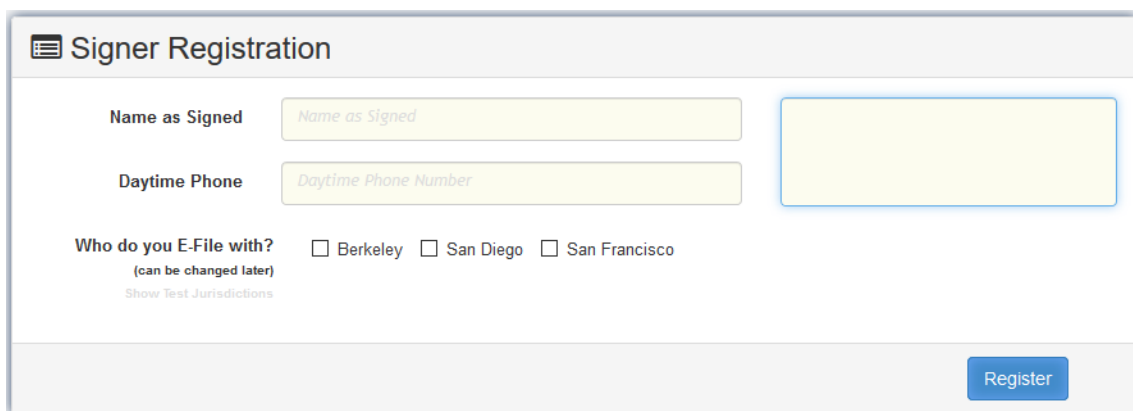

Figure 6

To complete the registration process:

1. *Name as Signed* - Enter your name as you sign it on a legal document. This is used to represent your digital signature on your Signature Cards and it should match the printed signature used on campaign statements.

2. *Daytime Phone* - Enter a telephone number where you may be reached during the day.

3. *Who do you E-File with?* - Select the agency that you e-file with. You must select at least one agency and you may select multiple agencies. Each agency requires a Signature Card with separate submission guidelines. View the Signature Cards for details.

4. Click the *Register* button. The *Registration Complete!* page opens displaying your new Signer ID and Signer PIN Code (Figure 7).

Figure 7

5. Record your Signer ID and Signer PIN code. Use the *Print this Page* button or write down the information and keep it in a safe location. Remember, you will use your Signer ID and Signer PIN code to sign in to the system.

6. Download and print your Signature Card packet. Click the Download Signature Card Packet button and then print the packet. Read and follow the submission instructions on each Signature Card. These instructions may be different for each of the four Signature Verification agencies. Your Signer ID and Signer PIN code are in a pending state until an agency approves your Signature Card. As soon as an agency approves your Signature Card, your Signer ID and PIN code become active *in the approving agency*.

7. Click the *View Documents* button to open the *Documents* page.

REVIEWING DOCUMENTS

You review filings on the *Documents* page, which contains three tables:

-   **Pending Documents** - This table is the default view on this page and it lists documents that are waiting for all signers to review. The number of documents that the table lists appears in parentheses on the button and the table's title.

-   **Accepted Documents** - This table lists documents that have been fully accepted by you and any other signer who is required to approve them. Click the *Accepted Documents* button to display this table. The number of documents that the table lists appears in parentheses on the button and the table's title.
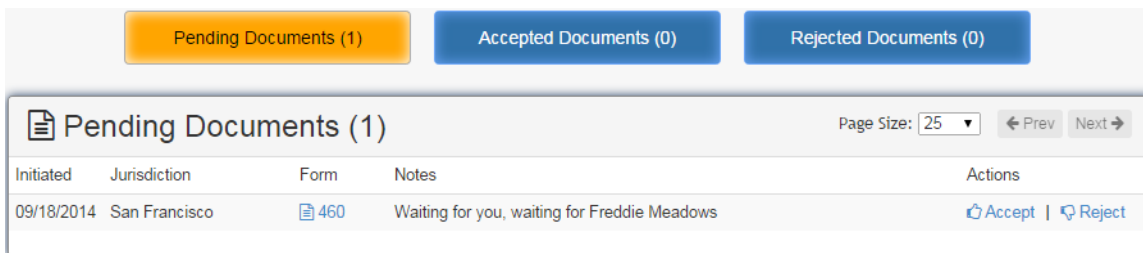
- **Rejected Documents** - This table lists documents that have been rejected. The system considers a document rejected when any of the signers attached to the document reviews and rejects it. Only one signer is needed to fully reject a document. The system also automatically rejects any document that remains in the Pending Documents table for more than 30 days without full review. Click the *Rejected Documents* button to display this table. The number of documents that the table lists appears in parentheses on the button and the table's title.

PENDING DOCUMENTS

The *Pending Documents* table displays the following columns:

- **Initiated** - This column displays the date the filing was initiated.
- **Jurisdiction** - This column displays the name of the agency to which you are filing the document.
- **Form** - This column displays a link to download the PDF of the filing by FPPC form number.
- **Notes** - This column lists notes about who has, and who needs to, review the document.
- **Actions** - This column lists the *Accept* link and the *Reject* link. If the agency you are filing with has not approved your Signature Card, the system replaces the links with a message to that effect.

IMPORTANT! The system will not allow you to accept or reject pending documents until the receiving agency (the agency to which you are e-filing the document) has approved your Signature Card.

Pending Documents (1)	Accepted Documents (0)	Rejected Documents (0)

📄 **Pending Documents (1)**   Page Size: 25 ▾   ← Prev   Next →

Initiated	Jurisdiction	Form	Notes	Actions
09/18/2014	San Francisco	📄 460	Waiting for you, waiting for Freddie Meadows	👍 Accept | 👎 Reject

Figure 8

To review a document:

1. Click the link to the filing in the *Form* column.
2. Review the filing for accuracy and completeness.
3. If you approve of the document, click the *Accept* link in the *Actions* column for the filing. The *Accept & Sign Document* (Figure 9) window opens.

Figure 9

a. Click the *Yes - Sign it* button. The system then does one of the following:

   i. **Single Signer** - If you are the only individual who is required to digitally sign the document, the system accepts the document, moves it from the *Pending Documents* table to the *Accepted Documents* table and sends the e-filing to the receiving agency. The system then sends an e-mail confirming that the document is fully e-filed (see "Filing Approved by All Signers" on page 12).

   ii. **First of Two Signers** - If you are the first signer of two required signers, the system notes your acceptance of the document, removes the *Accept* and *Reject* links for the document in your *Pending Documents* table, updates the Notes to "Accepted by you, Waiting for [Signer Name]", and sends an e-mail to the other signer alerting them that you have accepted the document and it is awaiting their review (see "Filing Approved by a Signer" on page 12).

   iii. **Second of Two Signers** - If you are the second signer of two required signers, the system accepts the document, moves it from the *Pending Documents* table to the *Accepted Documents* table and sends the e-filing to the receiving agency. The system then sends an e-mail confirming that the document is fully e-filed (see "Filing Approved by All Signers" on page 12).

NOTE: When you use the NetFile Campaign Filer application to e-file a document to a Signature Verification jurisdiction, the document is in a pending state in the Draft Documents table on the Home page of the committee's Campaign Filer account. The system replaces the *Delete this Draft* link in the *Delete* column with the text *Pending Signatures*:

When the document is fully accepted, the system removes the pending state on the document in the *Draft Documents* table and completes the process of e-filing the document to the appropriate agency.

The system then removes the draft and places a copy of the e-filed document in the *E-Filed Documents* table on the *Home* page.

4. If you do not approve of the document, click the *Reject* link in the *Actions* column for the filing. The *Reject Document* window opens (Figure 10).
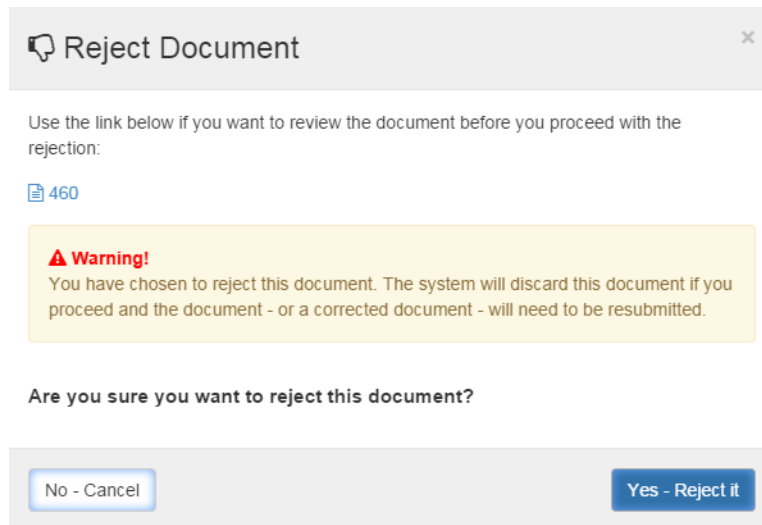

Figure 10

a. Click the *Yes - Reject it* button. The system rejects the document, moves it from the *Pending Documents* table to the *Rejected Documents* table. The system then sends an e-mail to all signers stating that you have rejected the document (see "Filing Rejected by Any Signer" on page 12).
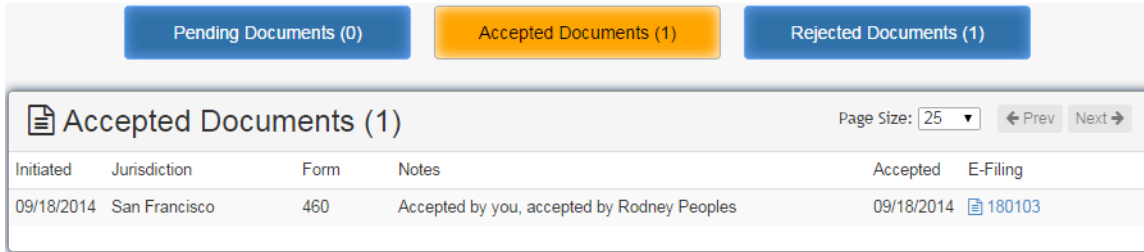
NOTE: If you submitted the filing using NetFile's Campaign Filer application, the draft document in the Campaign Filer account's *Draft Documents* table reverts to its original state and you may delete the draft or e-file it again if it has been rejected in error.

ACCEPTED DOCUMENTS

When all signers have accepted a document the system completes the e-filing and transfers the filing to the committee's account in the appropriate jurisdiction. The system also moves the document to the Accepted Documents table. The table lists the following columns:

• **Initiated** - This column displays the date the filing was initiated.

• **Jurisdiction** - This column displays the name of the agency to which you have filed the document.

• **Form** - This column displays the type of document by FPPC form number.

• **Notes** - This column displays notes about who has accepted the document.

• **Accepted** - This column displays the date the document was accepted and subsequently e-filed to the receiving agency.

- **E-Filing** - This column lists the e-filed document's Filing ID. The Filing ID is also a link to download the e-filed document, which contains the official e-filed stamp.
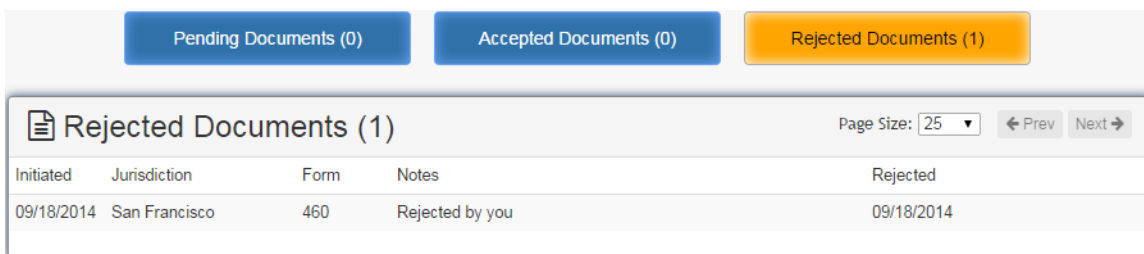
Pending Documents (0)	Accepted Documents (1)	Rejected Documents (1)

Accepted Documents (1)   Page Size: 25 ▼ ← Prev   Next →

Initiated	Jurisdiction	Form	Notes	Accepted	E-Filing
09/18/2014	San Francisco	460	Accepted by you, accepted by Rodney Peoples	09/18/2014	📄 180103

Figure 11

REJECTED DOCUMENTS

When any one of the signers rejects a document, or when a document remains in the Pending Documents table for more than 30 days, the system automatically rejects the document and moves it to the Rejected Documents table. The table lists the following columns:

- **Initiated** - This column displays the date the filing was initiated.
- **Jurisdiction** - This column displays the name of the agency to which you were attempting to file the document.
- **Form** - This column displays the type of document by FPPC form number.
- **Notes** - This column displays notes about who has rejected the document.
- **Rejected** - This column displays the date the document was rejected.

Pending Documents (0)	Accepted Documents (0)	Rejected Documents (1)

Rejected Documents (1)   Page Size: 25 ▼ ← Prev   Next →

Initiated	Jurisdiction	Form	Notes	Rejected
09/18/2014	San Francisco	460	Rejected by you	09/18/2014

Figure 12

NOTE: When you have used NetFile Campaign Filer application to e-file the document, the document is in a pending state in the *Draft Documents* table on the *Home* page of the committee's Campaign Filer account. If the filing is rejected for any reason, the system removes the pending state on the document in the *Draft Documents* table. You may then delete the draft, correct any errors, and create and e-file a new draft. If you feel the original document was rejected in error, you may e-file it again.

SYSTEM E-MAILS

During the Signature Verification process, the Sign application sends several different e-mail messages to the signers whose Signer IDs are attached to a filing.

Initial E-Filing Event

When the document is initially e-filed, the system sends two e-mails:

1. The first e-mail that the system sends is to the e-mail address the filer enters in the *Response E-Mail* field when the statement is initially e-filed. This e-mail alerts the filer that the filing is in a pending state until all signers approve the filing. The e-mail lists all signers who are required to review the filing. The subject of this e-mail is, "*Pending e-filing -- Filing ID#[#]*", where "*[#]*" equals the identification number of the pending filing.

2. The second e-mail is sent to all signers alerting them that their review of the filing is required. The subject of this e-mail is, "*Pending e-filing -- Filing ID#[#]*", where "*[#]*" equals the identification number of the pending filing.

FILING APPROVED BY A SIGNER

When the filing is approved by a signer, the system sends an e-mail to all signers stating that the signer has approved the filing. It then lists the name of any other signer who has not reviewed the filing. The subject of this e-mail is, "*E-filing approved by signer (Filing id#[#])*", where "*[#]*" equals the identification number of the pending filing.

FILING REJECTED BY ANY SIGNER

When any signer rejects a filing, the system sends an e-mail to all signers stating the name of the filer who rejected the filing. The subject of this e-mail is, "*E-filing rejected by signer (Filing id #[#)]*", where "*[#]*" equals the identification number of the pending filing.

FILING APPROVED BY ALL SIGNERS

When the last, or only, signer approves the filing, the system sends two e-mails:

1. The first e-mail is sent to all signers stating that the filing has been approved by all signers and is fully e-filed. The subject of this e-mail is, "*E-filing fully approved by all signers (Filing id #[#])*", where "*[#]*" equals the identification number of the pending filing.

2. The second e-mail is sent to the e-mail address the filer enters in the *Response E-Mail* field when the statement is initially e-filed. This is the final confirmation e-mail that the filing was successful. The subject of this e-mail is, "*Successful e-filing -- Filing ID # [#]*", where "*[#]*" equals the Filing ID number of the successful e-filing. This Filing ID number is different than the pending identification number and denotes that the filing has been accepted by the city or county agency.

FILING AWAITING REVIEW

NetFile performs a daily check for all filings waiting to be reviewed and sends an e-mail to all signers who have a pending filing that they have not acted on. The subject of this e-mail is, "*Reminder of pending e-filing requiring your action*".

UPDATING YOUR SIGNER PROFILE

The *Documents* page displays the *Signer Profile* information area, which contains:

- **Signer ID** - Your Signer ID.

- **Signer Information** - Your name, address, NetFile User e-mail address and daytime phone number.

- **Jurisdictions** - The agencies where you e-file. Your Signer ID and Signer PIN code are in a pending state for any agency that has not approved your Signature Card. In this case the system lists the name of the agency and appends "*(Pending)*" to the listing.

- **Update Signer Profile Link** - Click this link to open the Update Signer Profile page.

- **NetFile User Log-in Page Link** - Click this link to open the NetFile User Log-in page in a new tab or window.

- **How to Sign Documents Link** - Click this link to download a document containing procedures for accepting and rejecting documents.

To update your *Signer Profile* click the *Update Signer Profile* link under your Signer ID on the Documents page or click the *Signer Profile* link in the banner menu (Figure 13).
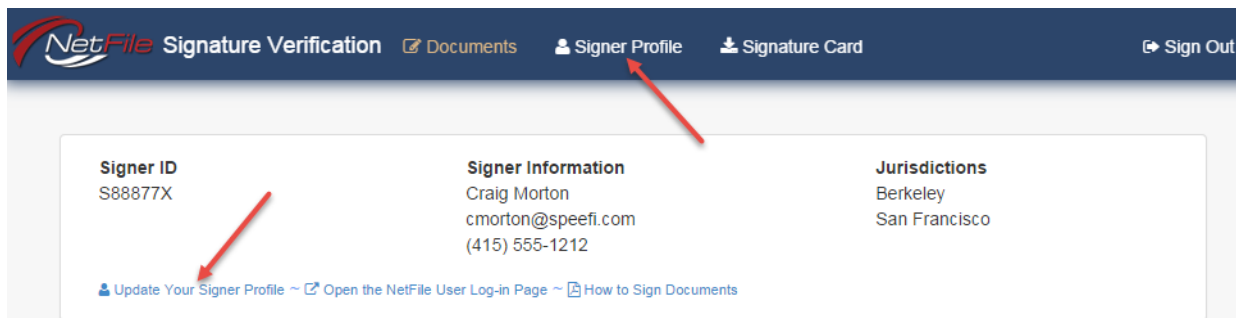

Figure 13

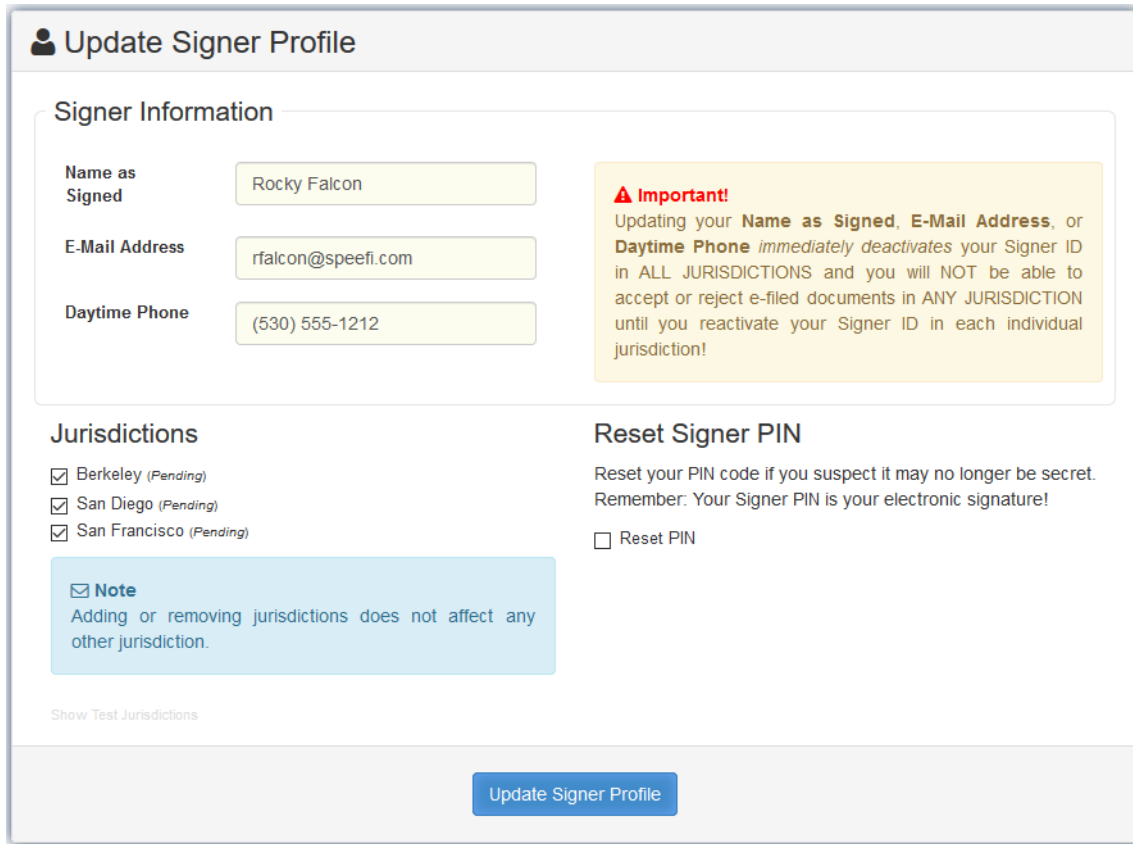The *Update Signer Profile* page opens (Figure 14).

Figure 14

1. Signer Information:

    a. *Name as Signed* - Enter your name as signed. This is your digital signature.

    b. *E-Mail Address* - Enter a new e-mail address. This new address becomes your NetFile User e-mail address.

    c. *Daytime Phone* - Enter a new daytime phone number.

IMPORTANT! Changing any of the Signer Information immediately deactivates your Signer ID and Signer PIN code in all jurisdictions. You must download and submit new Signature Cards with the updated information to the appropriate agencies.

2. *Jurisdictions*:

    a. To add a jurisdiction, select the jurisdiction's check box. You must then download and submit a Signature Card to the new jurisdiction. Your Signer ID and Signer PIN code are in a pending state until the jurisdiction approves the Signature Card.

    b. You may not remove a jurisdiction that has approved your Signature Card.

3. *Reset Signer PIN* - Select the *Reset PIN* check box to prompt the system to provide you with a different Signer PIN code.

4. Click the *Update Signer Profile* button. The system opens the *Update Signer Profile* confirmation window (Figure 15), which lists the changes, or lack thereof, for each of the three sections.

👤 Update Signer Profile   ✕

<u>Signer Information</u>

Your updated information will be:

Craig Morton
cmorton@speefi.com
(415) 555-1213

> **⚠ Warning!**
> Updating your Signer Information *immediately deactivates* your Signer ID in ALL JURISDICTIONS and you must then submit a new Signature Card to each of your jurisdictions!

<u>Jurisdictions</u>

Add - San Diego

<u>Reset Signer PIN</u>

A new Signer PIN will be assigned.

<u>Confirm</u>

If you are certain you want to proceed with this change, confirm by entering your Signer PIN code:

Signer PIN Code: [*Current Signer PIN Code*]

[No - Cancel]   [Yes - Update it]

Figure 15

a. To reject the changes, click the *No - Cancel* button.

b. To accept the changes, enter your *Signer PIN Code* and then click the *Yes - Update it* button. The *Signer Profile Updated!* window opens (Figure 16).

Figure 16

i. *Signer Information Changed* - When update your Signer Information, the system displays an important note informing you that you need to download and submit new Signature Cards to each jurisdiction with which you e-file. Click the *Download Signature Card Packet* button and follow the submission instructions on each Signature Card.

ii. *New Signer PIN* - The window displays the new *Signer PIN Code,* if you have requested it. Use the Print button to print the window or write down the new Signer PIN code.

iii. *Jurisdictions Updated* - If you have updated your jurisdictions, the window displays this section and lists the jurisdictions that have changed. The system creates a new Signature Card Packet containing Signature Cards for the new

jurisdictions. Click the *Download Signature Card Packet* button and follow the submission instructions on each new Signature Card.

c. Click the *Continue* button to dismiss the *Signer Profile Updated!* window.