

# Digital Signatures

How to register your digit signature  
with CalCERTS

First log in at [www.calcerts.com](http://www.calcerts.com)

|  |
|--|
| <b>Current Raters &amp; Users</b><br><b>Log in Here:</b> |
| Login<br><input type="text"/>                            |
| Password<br><input type="text"/>                         |
| <input type="button" value="Login"/>                     |
| Forgot Login or Password?<br><a href="#">Click Here</a>  |

# Go to My Info

The image shows a screenshot of a web application's navigation menu. The menu is displayed in a light blue sidebar on the left, with a corresponding list of items on the right. The 'My Lists' item in the sidebar and the 'My Info' item in the list are both circled in red. The URL 'https://www.calcerts.com/my\_index.cfm' is visible at the bottom left of the sidebar.

|                   |                           |
|-------------------|---------------------------|
| <b>My Lists</b>   |                           |
| View/Pay Invoice  | ▶ My Builders             |
| User Admin        | ▶ My Energy Consultants   |
| Training Schedule | ▶ My Installers           |
| Reports           | ▶ My Raters               |
| Compliance Forms  | ▶ My Signature Agreements |
| Notices           | ▶ <b>My Info</b>          |
| Job Connections   | ▶ My Company Info         |
| Website Updates   |                           |

[https://www.calcerts.com/my\\_index.cfm](https://www.calcerts.com/my_index.cfm)

# Click the link for My Signature

**My Signature:** To work with your signature: [\[Click Here\]](#)

# Make a selection and click next

For the 2013 Code Standards, your documents will be electronically applied to your signed documents.

You have three choices in how your signature is displayed.

**OPTION 1:** Font Style. You may pick a font, and your signature will

**OPTION 2:** Website Capture. You can use your mouse to draw your

**OPTION 3:** Scanned Image. You can download a form, physically si

Which Method would you prefer?

- OPTION 1:** Font Style
- OPTION 2:** Website Capture
- OPTION 3:** Scanned Image

NEXT

# First Option: choose font style

Signature Option:

**Name:** John Consult

Please select one of the following fonts:

- A:** *John Consult*
- B:** *John Consult*
- C:** *John Consult*

# Second Option: sign and save

Signature Option: Website Capture ▾

Name: John Consult

Using your mouse, draw your signature below:

A large rectangular box containing a handwritten signature in black ink. The signature reads "John C." in a cursive style. The "J" is large and loops around the "o", and the "C" is a simple, rounded shape with a period at the end.

Sign above

# Third Option: scanned image

For the 2013 Code Standards, your documents will be electronically signed by you when you log in. A representation of your wet signature will be applied to your signed documents.

You have three choices in how your signature is displayed.

**Signature Option:**  ▼

|   |   |
|---|---|
| <b>Name:</b>  | John Consult  |
| <ol style="list-style-type: none"><li>1. <a href="#">[Download]</a> Signature Form</li><li>2. Scan your signature and save it as a JPG file (700 pixels wide by 200 pixels high and at least a resolution of 72 DPI)</li><li>3. Upload it below</li></ol> |   |
| <b>Upload File:</b>   | To update your signature, select a file: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload File"/> |