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| Cal**SAWS | Information Transmittal (CIT) XXX-20** | |
| **CalSAWS DD&I  C-IV M&O  CalWIN M&O  LRS M&E** | |
| **Distribution Date:** |  |
| **To:** | PPOC.40, Consortium.RegionalManagers.All, |
| **CIT Name:** | Electronic Signature (e-Sign) Job Aid |
| **From:** | CalSAWS Project |

**PPOCs, please forward to the appropriate impacted staff in your county:**

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| General  Policy  CW  CF  MC  CMSP  FC/KG/AAP  Child Care  WtW  Other Program(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  C4Yourself  Your Benefits Now!  Customer Correspondence  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reports  Fiscal  Caseload Movement  Management  Fiscal  Security  Batch and Interfaces  Imaging  Migration  Conversion  Technical  Training  Help Desk |  |  |

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| Description:  (Including any step-by-step instructions) | **Purpose**  This CIT affects the 39 C-IV counties.The purpose of this CIT is to provide the C-IV counties with the Electronic Signature (e-Sign) job aid that is currently available in C-IV Online Help. This CIT also provides the CalSAWS Web Portal locations of other Electronic Signature resources.  **Background**  Electronic signature functionality allows the Customer to sign a document electronically rather that signing a piece of paper. Electronic signature also allows the Worker to document the Customer’s intent to sign a document.  This job aid which is currently available in C-IV Online Help was last updated for SCR 6660 with the 17.07 release.  The CFP created for SCR 6660 is available on the CalSAWS Web Portal at the following location:  Training > C-IV Training > C-IV Functional Presentations (CFPs) > SCR 6660 Electronic Signature Capture  The CFP folder includes the Downloading a Presentation document that includes instructions for downloading CFPs.  **Note**: CFPs created for a specific SCR are available in Online Help for three releases since they are not maintained.  Additional resources for this functional area are available on the CalSAWS Web Portal at the following location:  Resources > Resources by Functional Area > Electronic Signature  The CalSAWS Project is distributing this existing job aid and the location of the CFP and other resources by functional area to promote the use of Electronic Signature functionality to reduce the need for Customers to come to county offices.  **County Action**  Counties may share the job aid, CFP and other functional area resources with staff and encourage use of electronic signature as they deem appropriate. |
| Primary Project Contact:  (Name, phone number, email address) | | Joyce Oshiro  916-851-3147  [OshiroJ@CalSAWS.org](mailto:OshiroJ@CalSAWS.org) |
| Backup Project Contact:  (Name, phone number, email address) | | Cristina Garcia  916-851-3185  [GarciaC@CalSAWS.org](mailto:GarciaC@CalSAWS.org) |
| Attachments: | |  |
| Web Portal Link: | | [CIT Folder](https://calacesorg.sharepoint.com/sites/MigWebPortal/CRFIs%20%20CITs/Forms/AllItems.aspx?id=%2Fsites%2FMigWebPortal%2FCRFIs%20%20CITs%2FCalSAWS%20Information%20Transmittals%20%28CIT%29%2F2019)  OR  You may also retrieve the CIT document and attachments by following these steps:   1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2020" folder. 4. Click on the appropriate CIT # folder. |