



Applicant Click-to-Sign Instructions

Click-to-Sign (CTS) instructions for signing the Certification (CER), Fair Credit Release (FCR), General Release (REL), and Medical Release (MEL) signature pages digitally within e-QIP.

Federal applicants, military, employees and contractors who use the electronic Questionnaires for Investigations Processing (e-QIP) to fill out their Standard Form have the ability to digitally sign their Standard Form Certification page, Fair Credit Release, General Release and Medical Release in e-QIP.

After filling out your Standard Form and when you are ready to certify and send your investigative information to your sponsoring agency...

1. Check the "Yes" block.
2. Click the "Begin Request Certification Process" button.
3. A pop up will appear alerting you that document generation may take 20 to 30 seconds. Click the "OK" button and wait until the next screen appears.

The screenshot shows the e-QIP interface for the 'Validate, Review, and Certify' section. At the top, there are navigation links (Help, Display, Logout) and a 'Go' button. A message box instructs the user to click the 'Begin Request Certification Process' button. Below this is a table with a 'Question' and 'Yes/No' columns. The question is 'I have read the instructions above and I am prepared to begin the process of certifying this investigation request.' The 'Yes' checkbox is checked. Below the table is a 'Begin Request Certification Process' button. At the bottom, a 'Message from webpage' pop-up window displays a warning icon and the text: 'The document generation process may take 20-30 seconds to complete. Remember to follow the instructions on the next screen.' with an 'OK' button.

Question	Yes	No
I have read the instructions above and I am prepared to begin the process of certifying this investigation request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Check the "Yes" checkbox to agree to sign your form and releases digitally, then click "Continue".

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Electronic Signature Forms
Click-to-Sign Opt-in Question

OMB No. 3206-0005

Some of the signature forms required to complete the processing of your request are available in an online electronic Click-to-Sign format. Utilizing these forms will allow for more efficient processing of your request.

Answer the question below then click 'Continue'.

Question

Do you agree to utilize the click-to-sign functionality on all relevant forms?

Yes No

Continue

5. Enter your e-QIP password to view your Certification Page for signature, then click "Continue".

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Electronic Signature Forms
Re-Authenticate

OMB No. 3206-0005

Enter your password, then click the "Continue" button.

Enter Password:

Continue

6. To review the data you provided for accuracy, click the link "Display the Archival Copy of this Investigation Request for Final Review". When you click on the link a copy of the information you entered into e-QIP will open in a new browser window or tab. This version is for review, you will be presented with a final copy for your records later in this process.

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Electronic Signature Forms
Click-to-Sign Form

OMB No. 3206-0005

NOTICE: AFTER REVIEWING THE CLICK-TO-SIGN FORM AND CLICKING THE 'CLICK HERE TO SIGN' BUTTON BELOW, YOU WILL NO LONGER BE ABLE TO MAKE CHANGES TO THE DATA YOU HAVE SUBMITTED.

Click the link below to display the archival copy for final review. If you reviewed the data you provided for accuracy and are prepared to submit your completed Investigation Request, review the Click-To-Sign form below and click the 'Click Here to Sign' button. Otherwise to make changes click the 'Edit Your Data' button.

- Display the Archival Copy of this Investigation Request for Final Review

Edit Your Data

Electronic Questionnaires for Investigations Processing (e-QIP)
Investigation Request # 73482 for Applicant SSN

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Signature Forms

- a. If you find that you need to edit your information, you must go to the prior window or tab (you may close the tab or window your archival copy is being presented in) and click the “Edit Your Data” button, navigate to the correct section of the form and update the information. If this happens, begin with these instructions at step 1 again. If you determine your information is ready to submit to your sponsoring agency, go to step 7 of these instructions

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Click-to-Sign Form OMB No. 3206-0005

NOTE: AFTER REVIEWING THE CLICK-TO-SIGN FORM AND CLICKING THE 'CLICK HERE TO SIGN' BUTTON BELOW, YOU WILL NO LONGER BE ABLE TO MAKE CHANGES TO THE DATA YOU HAVE SUBMITTED.

Click the link below to display the archival copy for final review. If you reviewed the data you provided for accuracy and are prepared to submit your completed Investigation Request, review the Click-To-Sign form below and click the 'Click Here to Sign' button. Otherwise to make changes click the 'Edit Your Data' button.

[Display the Archival Copy of this Investigation Request for Final Review](#)

Electronic Questionnaires for Investigations Processing (e-QIP)
Investigation Request # 73482 for Applicant SSN

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- 7. When you are ready to certify your information, click the button “Click Here to Sign” within the signature line of your Certification page.

Questionnaire for National Security Positions (SF86 Format)
OMB No. 3206-0005

Certification

My statements on this form, and on any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I have carefully read the foregoing instructions to complete this form. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). I understand that intentionally withholding, misrepresenting, or falsifying information may have a negative effect on my security clearance, employment prospects, or job status, up to and including denial or revocation of my security clearance, or my removal and debarment from Federal service.

Signature (Sign in ink) Date (mm/dd/yyyy)
05/23/2014

- 8. If you would like a copy of this digitally signed Certification Page click the “Download Click-to-Sign Receipt” link on the page. You will be presented with a copy of your digitally signed Certification page in another browser window or tab. This is the only opportunity you will have to save or print this copy. If you do not want a copy of your digitally signed Certification, go to step 9.
- 9. To continue signing your documents click the “Continue” button. If you have viewed your digital signature page you may need to go to the prior screen that should still be open within your browser in another window or tab.

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Print Click-to-Sign Form OMB No. 3206-0005

Print and/or save the Click-to-Sign receipt for this signature form by clicking on the link below. Click 'Continue' when finished.

[Download Click-to-Sign Receipt](#) ← 8

Continue ← 9

- 10. Enter your e-QIP password again to view your Fair Credit Reporting Release for signature, then click “Continue”.

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Enter your password, then click the "Continue" button.

Enter Password:

Continue

- 11. You will be presented with your Fair Credit Reporting Release. When you are ready to sign, click the button “Click Here to Sign” within the signature line.

Authorization
I hereby authorize the investigative agency conducting my background to obtain such reports from any consumer reporting agency for employment purposes described above.

Note: If you have a security freeze on your consumer or credit report file, then we may not be able to complete your investigation, which can adversely affect your eligibility for a national security position. To avoid such delays, you should request that the consumer reporting agencies lift the freeze in these instances.

Your Social Security Number (SSN) is needed to identify your unique records. Although disclosure of your SSN is not mandatory, failure to disclose your SSN may prevent or delay the processing of your background investigation. The authority for soliciting and verifying your SSN is Executive Order 13397.

Print name	Social Security Number
Signature (Sign in ink)	Date (mm/dd/yyyy) 05/23/2014

Click Here to Sign

- If you would like a copy of this digitally signed Fair Credit Reporting Release, click the “Download Click-to-Sign Receipt” link on the page. You will be presented with a copy of your digitally signed release in another browser window or tab. This is the only opportunity you will have to save or print this copy. If you do not want a copy of your digitally signed Fair Credit Reporting Release, go to step 13.
- To continue signing your documents click the “Continue” button. If you have viewed your digitally signed release you may need to go to the prior screen that should still be open within your browser in another window or tab.

- Enter your e-QIP password again to view your General Release for signature, then click “Continue.”

- You will be presented with your General Release. When you are ready to sign, click the button “Click Here to Sign” within the signature line.

I **Authorize** the information to be used to conduct officially sanctioned and approved personnel security-related studies and analyses, which will be maintained in accordance with the Privacy Act.

Photocopies of this authorization with my signature are valid. This authorization shall remain in effect so long as I remain employed in a sensitive position requiring eligibility for access to classified information.

Signature (Sign in ink)		Full name (Type or print legibly)		Date signed (mm/dd/yyyy)	
<input type="button" value="Click Here to Sign"/>				05/23/2014	
Other names used			Date of birth		Social Security Number
Current street address	Apt.#	City (Country)	State	Zip Code	Home telephone number

16. If you would like a copy of this digitally signed General Release, click the “Download Click-to-Sign Receipt” link on the page. You will be presented with a copy of your digitally signed release in another browser window or tab. This is the only opportunity you will have to save or print this copy. If you do not want a copy of your digitally signed General Release, go to step 17.
17. To continue the signature process, click the “Continue” button. If you have viewed your digitally signed release you may need to go to the prior screen that should still be open within your browser in another window or tab.

18. You may be asked to sign a Medical Release. If you have questions about this you must ask your sponsoring agency. Not signing the Medical Release when it is required can delay the processing of your investigation. Enter your e-QIP password again to view your Medical Release for signature, then click “Continue”. If you are not presented with another field to enter your password, go to step 23.

19. You will be presented with your Medical Release. When you are ready to sign, click the button “Click Here to Sign” within the signature line.

(Note: You can opt out of signing the medical release by using the “Continue Without Signing” button at the bottom of the page. If it is required for the processing of your investigation, your agency will not be able to process the investigation until they obtain the medical release from you.)

Photocopies of this authorization with my signature are valid. This authorization is valid for one (1) year from the date signed or upon termination of my affiliation with the Federal Government, whichever is sooner.

Signature (Sign in ink)		Full name (Type or print legibly)		Date signed (mm/dd/yyyy)	
Click Here to Sign				05/23/2014	
Other names used			Date of birth		Social Security Number
Current street address		Apt.#	City (Country)	State PA	Zip Code
					Home telephone number

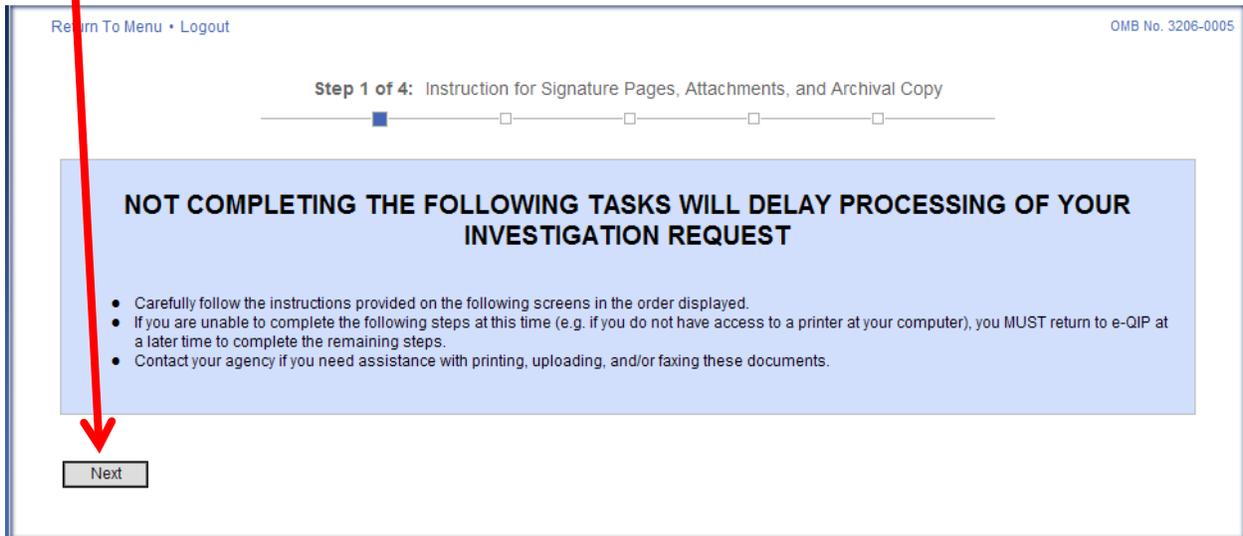
For Use By Practitioner(s) Only

Does the person under investigation have a condition that could impair his or her judgment, reliability, or ability to properly safeguard classified national security information?

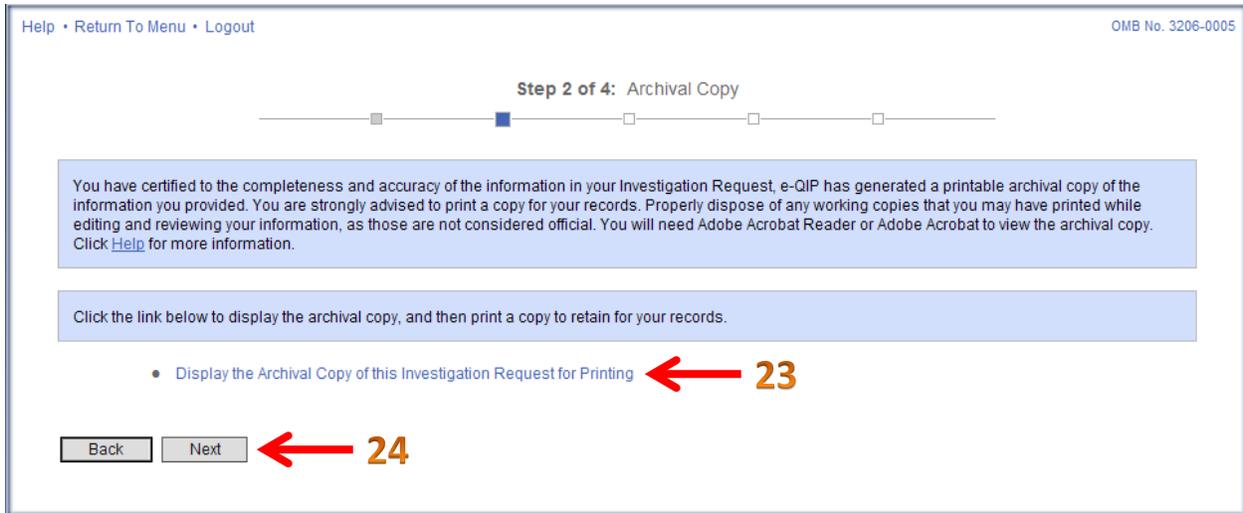
- 20. If you would like a copy of this digitally signed Medical Release, click the “Download Click-to-Sign Receipt” link on the page. You will be presented with a copy of your digitally signed release in another browser window or tab. This is the only opportunity you will have to save or print this copy. If you do not want a copy of your digitally signed Medical Release, go to step 21.
- 21. To continue the signature process, click the “Continue” button. If you have viewed your digitally signed release you may need to go to the prior screen that should still be open within your browser in another window or tab.



- 22. Once you have signed all applicable documents, you will receive instructions for releasing this information to your sponsoring agency. You must complete this process in order for your agency to process your investigation. Click “Next”.



- 23. This screen presents you with a link to view, save and/or print an archival copy of your investigative information. It is strongly recommended that you save or print a version of your submitted information for your own records. Click the “Display the Archival Copy of this Investigation Request for Printing” link in order to view, save and/or print your archival copy. If you view your archival copy you may need to navigate back to this screen that should still be open within your browser in another window or tab.
- 24. Click “Next” to view a summary of all the signature pages that are now packaged with your investigative data and ready to be released to your sponsoring agency.



25. The four signature pages you just digitally signed are automatically attached to the request and you will see them listed on this page.
 - a. If you do not have any additional attachments to attach to this request or have finished adding all your desired attachments to the request, select the “No” radial button, click “Next” and proceed to step 27.
 - b. If you have additional attachments to add to this request, select the “Yes” radial button, click “Next” and proceed to step 26.

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Step 3 of 4: Attachments Summary

Use the following methods for attachments for your Investigation Request:

- Upload File:** Upload to e-QIP Directly - scan and electronically upload directly to your e-QIP request (must be done before releasing the request)
- Direct Fax:** Fax Attachment to e-QIP Directly - print a cover sheet and fax to the telephone number listed on the cover sheet (must be done before releasing the request)
- Expected:** Regular Fax, Mail, or Other - if not using one of the two methods above, indicate how you plan to send each attachment

Directly Attached / Expected Attachments

The following documents and/or files have been associated with your Investigation Request.

#	Name/Description (File Name)	Pages	Method	Action
1.	Certification Signature Form (e-QIP_Request_80313_CER_Receipt.pdf)		Click-To-Sign (View)	-
2.	Fair Credit Reporting Disclosure and Authorization Signature Form (e-QIP_Request_80313_fcr_Receipt.pdf)		Click-To-Sign (View)	-
3.	General Release Signature Form (e-QIP_Request_80313_REL_Receipt.pdf)		Click-To-Sign (View)	-
4.	Medical Release Signature Form (e-QIP_Request_80313_MEL_Receipt.pdf)		Click-To-Sign (View)	-

Question	Yes	No
Do you have an additional document and/or file that you would like to associate with this request?	<input type="radio"/>	<input checked="" type="radio"/>

26. If you are going to provide additional attachments you must choose how you will provide your attachment/document to your sponsoring agency from one of the three options:

Back Next

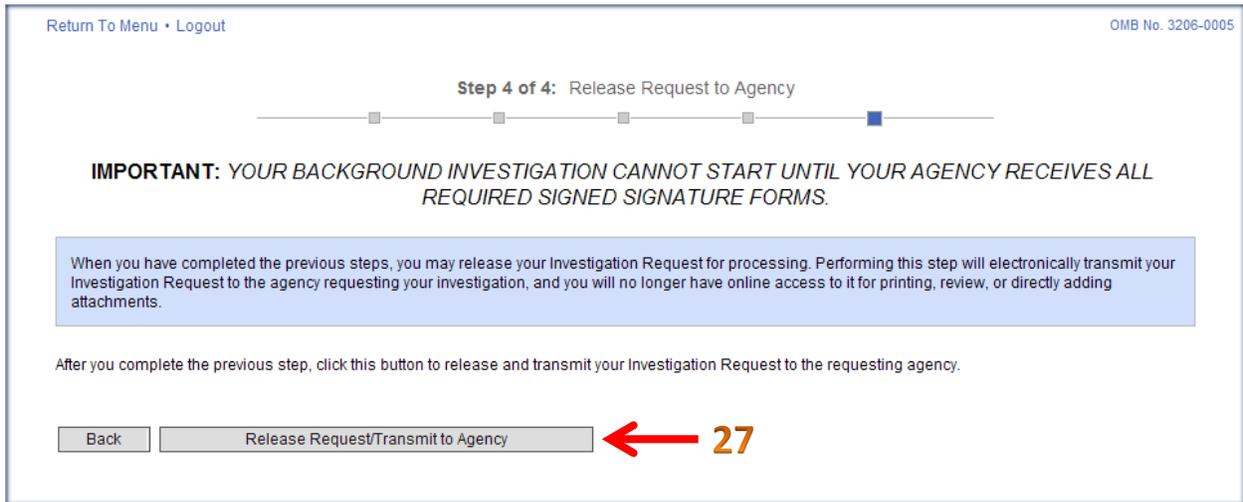
- a. To upload an attachment/document from your computer choose the “Upload File” option then click “Next”. A screen will appear with directions on uploading files from your computer. When done uploading attachments, click the “Return to Attachments Summary” button.

#	Name/Description (File Name)	Action
1	DSCER Certification (e-QIP_Request_73482_CER_Receipt.pdf)	Delete
2	DSFCR Fair Credit Reporting Disclosure and Authorization (e-QIP_Request_73482_fcr_Receipt.pdf)	Delete

- b. To automatically attach a fax to this e-QIP package choose the “Direct Fax” option then click “Next”. A screen will appear with instructions for creating and printing the required fax cover sheet. You will have to create and print a fax coversheet from this screen that will need to be faxed with your attachment before you release this e-QIP package to your sponsoring agency. When done faxing the attachment, click the “Return to Attachments Summary” button.

- c. If directly sending the attachment to your sponsoring agency (mail, hand delivery, faxing your sponsoring agency directly, etc.) choose the “Expected” radial button then click “Next”. A screen will appear requesting a description, number of pages and method of transmission for this expected attachment. This will not attach anything to this request, but rather alerts your sponsoring agency to expect your attachment/document.

- 27. Click the “Release Request/ Transmit to Agency” button.
- 28. Then click “OK” in the pop-up message.



- 29. Your investigation request has now been released to your sponsoring agency.

