



SCAN AND SEND YOUR CERTONLINE SIGNATURE

Scanning Your Signature:

- 1. Sign your name inside the Box on the “SIGNATURE UPLOAD APPROVAL FORM”.**
Be sure to stay completely inside the box. For best results use a black, felt-tip pen.
- 2. Place this signed form on your scanner bed and open your scanning software and set for;**
 - The image type to black and white (or line art)
 - The resolution to 300 dpi (or print quality)
 - The target or scan size to 100 % (or original size)
- 3. Preview your scanned document and make sure it is the right way up and straight.**
- 4. Now scan the image.**
- 5. Name your file in the save as option (CertOnline Username), and save on your hard drive in one of the file formats below (pay attention to the folder you have chosen for it to be saved in):**
 - BMP
 - JPEG
 - PDF
 - GIF
- 6. You have now completed the scanning function. Your document will be stored in the Document Folder you have chosen to save it in earlier.**

CertOnline

Sending Your Scanned Document by Email:

1. Open your email application (Outlook , Gmail etc.....) and create new Message.
2. Enter info@certsonline.co.nz as the email address to receive this, with subject line Signature Upload CertOnline.
3. Now within your email application is a function where you can upload/attach a file or picture. When you find this activate that option.
4. You will now search for your Signature file that you want to upload to this email within your documents.
5. Upon finding this file, open it, attach it and the information will be allocated to the email, & then the email will be ready to send to; info@certsonline.co.nz
6. Hit the send button and when we receive this email we will do the rest.

After CertOnline has received this email we will then upload this to your COC/GSC for your future use.

Melanie Orbell

Accounts Manager

www.certsonline.co.nz

info@certsonline.co.nz



Signature Upload Approval Form, for CertOnline.

Date : _____

I _____, user license# _____

Agree to the uploading of my Signature within the scanned and supplied document. The signature is directly related to the Signature Upload Option only, within the Website CertOnline.

Your Signature for Upload:

CertOnline will complete the uploading process with in a 24 hour period after receiving the authority document. And will notify you if there are any problems to address.

Once the upload has been applied, there will be an email letting you know that this function is now available for use.

This Signature will only be used when actioned by you the “registered user” of CertOnline.

When creating your certificate, you will have an option to choose to apply the Electronic Signature. On accepting this option, your uploaded signature will be used to create a legal binding document for your client.

If you choose to not apply the Electronic Signature at this point, a Physical Signature will be required to make this a legally binding document for your client.

The signature will be stored within your secured dashboard, if for any reason you would like this option to be removed contact CertOnline.

CertOnline will keep a record of this authority.

Signature of Approval: _____ Date; _____