

QuickGuide: Responding to a Signature Request

When your signature is requested on an application in the Stream platform, you'll receive an email from the system to alert you that your signature is required. The email contains a hyperlink to the application form in the system* (the email is sent from donotreply@infonetica.net). This document outlines the steps required to access the application and respond to the signature request. ***If you receive an "Access Denied" message when clicking the link, it means you have not been given a role on the study in the system.**

To locate the application form your signature was requested on:

1. [Login](#) to your Stream account.
2. Click the Signatures tile of your Work Area (*Figure 1*). The red number on the front of the 'Signatures' tile represents how many signature requests are pending a response.



Figure 1

3. The 'Signatures' tile contains a list of all the current and previous signature requests you've received. Locate the signature which has the status of "Requested" and click the 'View Form' button (*Figure 2*). This will take you directly to the application form your signature has been requested on.

Signatures

Search signatures

Type	Project Title	Project ID	Requesting User	Message	Requested Date	Response Date	Status	Action
Lead Applicant	Example study	4610	Mr. Scott Tomlinson	Hi Dr. Applicant, please sign at your earliest convenience, thanks.	14/Feb/2025 14:49		Requested	View Form
Lead Applicant	ERM v2.10 (CT)	4598	Mr. Scott Tomlinson		28/Aug/2024 11:28	28/Aug/2024 11:35	Signed	View PDF
Principal Investigator	OBS 	4594	Mr. Scott Tomlinson		13/Aug/2024 11:36		Requested	View Form

Figure 2

To sign the application form:

4. Click the 'Sign' located in the **Actions Menu** at the top left-hand side of the page (*Figure 3*). Once you press the button a pop-up window appears to display the attestation from the "Agreement and Approval" section of the form.

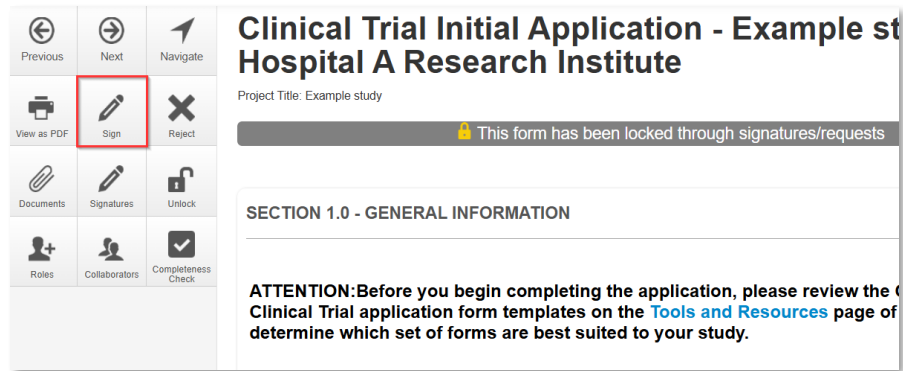


Figure 3

5. Review the attestation and press the green 'Accept' button at the bottom of the window to agree (Figure 4).

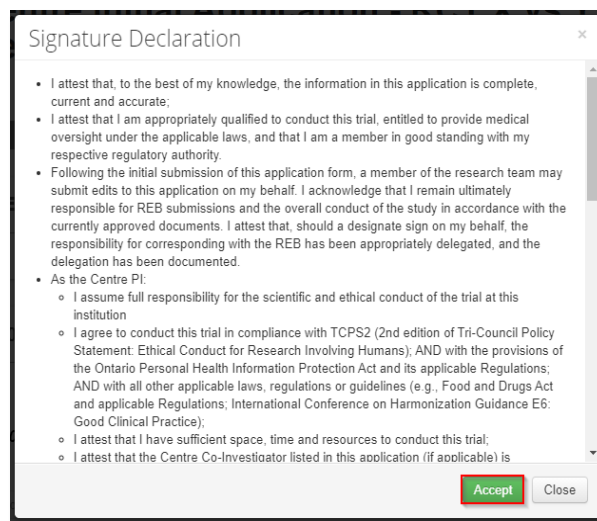


Figure 4

6. Re-enter your login credentials in the pop-up window and press the green 'Sign' button at the bottom of the window (Figure 5). Allow the application a few seconds to save and complete the signature process. If multiple signatures are required on the form, it will automatically submit once the final signature is applied.

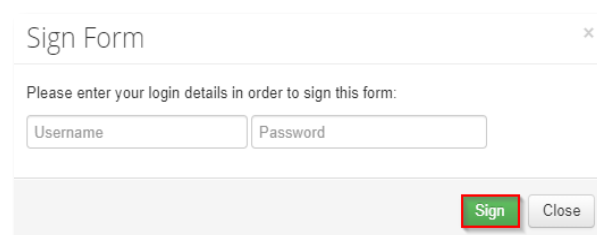


Figure 5

Questions? [Click here](#) to submit a support ticket