

How to capture a signature for the eCarnet system

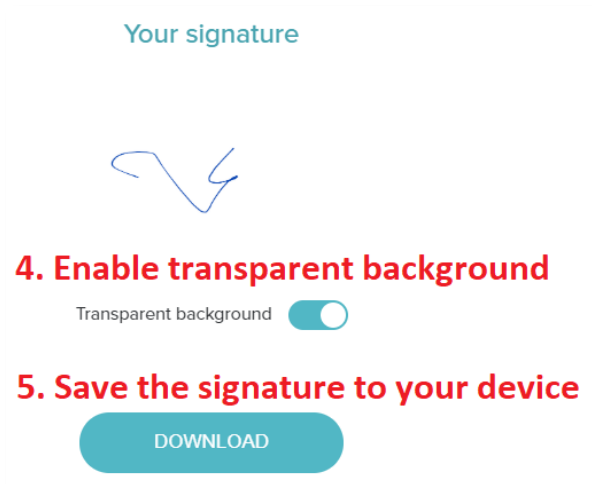
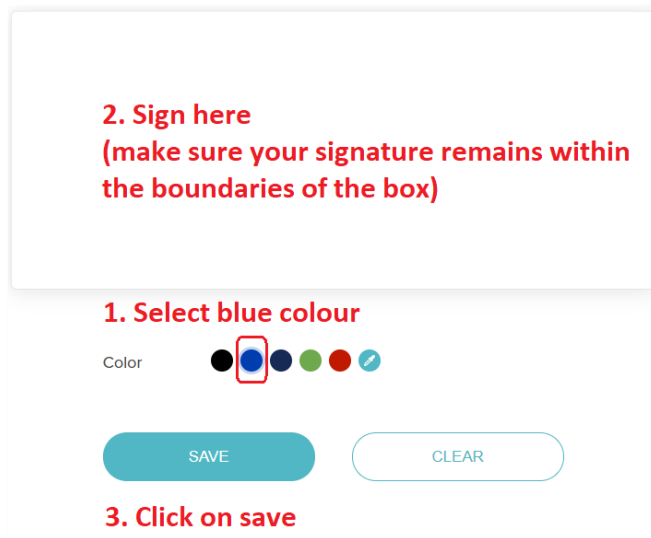
Having signatures in the eCarnet system will simplify the process of signing documents that need to be completed at the final stage of the application by removing the need to print, sign, scan and then re-upload signed Application Form and CSS Forms into the system.

The signature can be created in the following two ways:

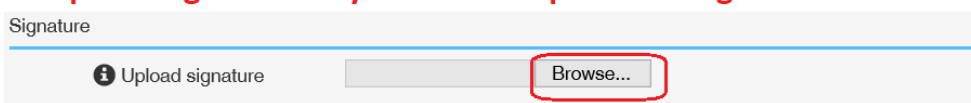
1. Capture the signature using your mobile phone or a tablet

Open the following webpage on your mobile phone or tablet and follow the steps below:

<https://www.docsketch.com/online-signature/draw/>



6. Upload signature to your eCarnet profile using the Browse button



7. Save changes to your profile



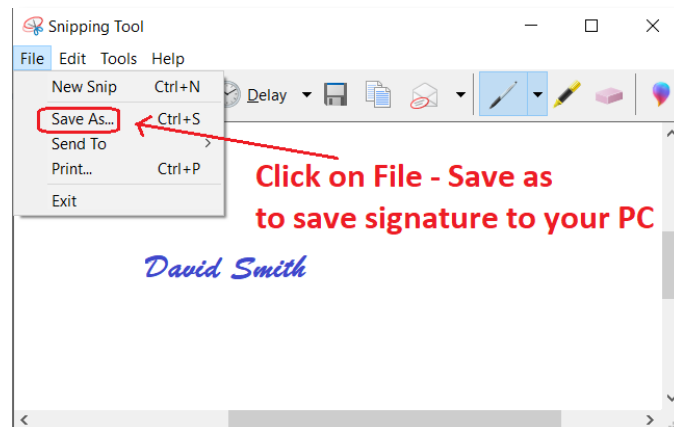
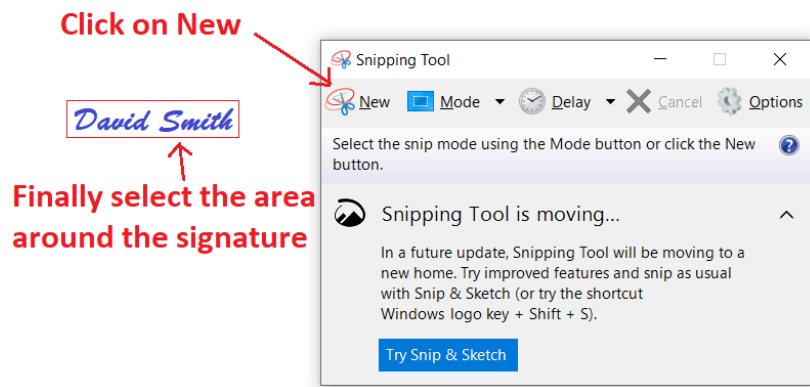
2. Scan your signature using a scanner:

Sign a blank piece of paper using a blue pen (make sure the signature is clear).

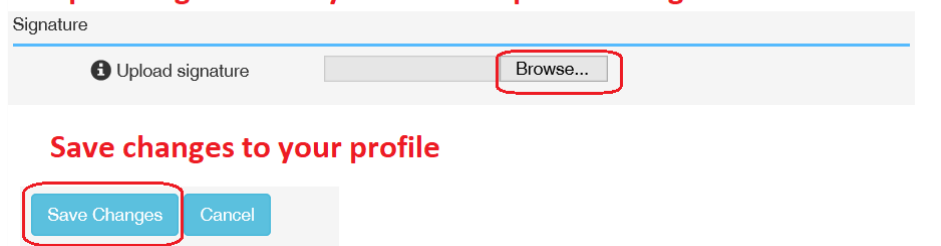
Scan the page in colour and open it on your PC:



Use Snipping Tool to capture the signature and save it to your PC:



Upload signature to your eCarnet profile using the Browse button



If you are unable to capture the signature yourself, using the suggested methods then please complete, scan and email the page below to ecarnet@londonchamber.co.uk and we will be happy to update your profile for you.

SIGNATURE UPLOAD REQUEST FORM

Please note the following:

- This form will be used exclusively for the purposes of uploading your signature into the eCarnet App
- The signature will be used for signing the Application Form and CSS Form (if applicable) at the final stage of the Carnet application process
- This form will be securely disposed of after we have uploaded your signature to your profile
- You can amend or delete your signature at any time by logging into your eCarnet profile

Name: _____

Company name: _____

Membership no (from your eCarnet profile): _____

Signature (please sign clearly and in blue pen):

Please email this form to ecarnet@londonchamber.co.uk

You will receive a notification once your signature has been uploaded into the system.

Please contact us if you have any questions concerning this form.

Yours sincerely,

ATA Carnet Team