Recipient User Guide

Updated 04/20/2020

Recipient User Guide

Overview

The Collaboration Portal allows you to sign and submit documents virtually.

This guide is interactive. Any link indicated by green underlined text can be selected to jump to a specific area.

Two Minute Overview Video

[Overview Video](#)

Opening the Document

When a document is ready for you to sign, you will receive a notification email. The email will come from a no-reply@frontline email address. The subject line and document will indicate who created it and who it came from. **Please note that this is a secure link**.

Click the blue "Open" button i   tt   aCl   fi   ue
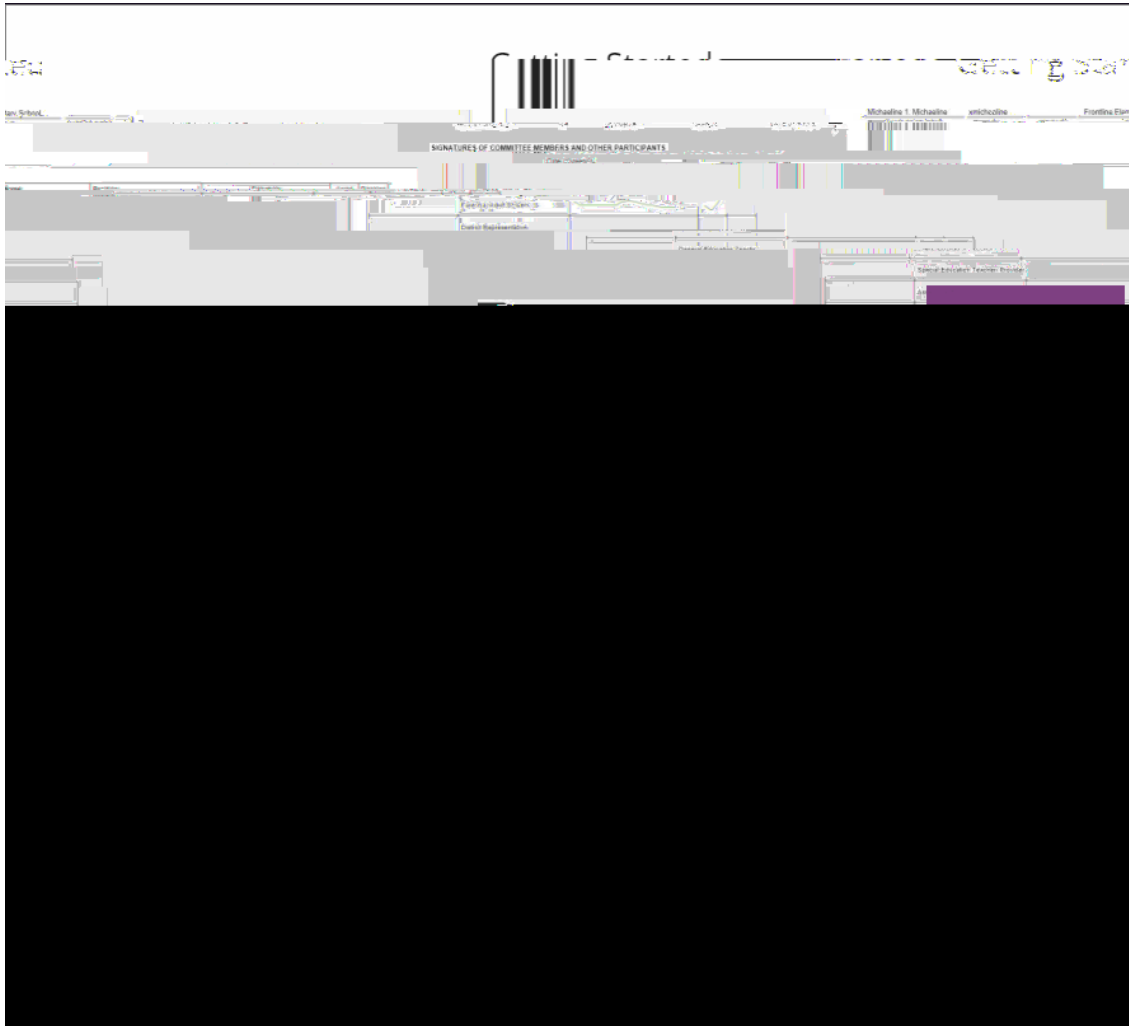
|		
		There is a limit of 5 attempts to enter the access code correctly. Once that limit is exceeded, an error message will prompt you to try again or contact the document creator
		The secure document link is valid for 48 hours. If it is entered past that time, you will receive an expired link message. You can click Resend Link to try again.
		There are times when the district deletes a document previously sent to you. If the document you are trying to access is removed, you will get a message letting you know. In this situation, you may contact the district for more information.

Accepting The Agreement

Upon successful entry of the access code, you are taken to the agreement page. You may watch the short introduction video that will guide you through the signing process. Then select the appropriate agreement button. To continue in the process. "I Agree" must be selected.
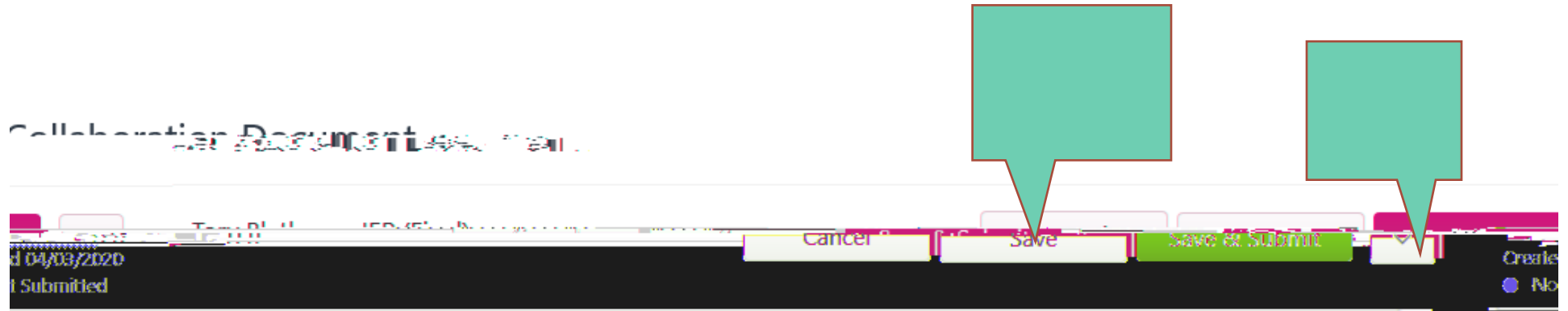
Signing the Document

Click the "Start Signing" button.

Collaboration Document

Created 04/03/2020
● Not Submitted

Start Signing

Once the document is open, utilize the annotation tools at the top of the screen to sign. Click the pen icon. Then sign in the appropriate spot like you would on a sheet of paper.

Click Pen

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Sign and Check

Saving and Submitting
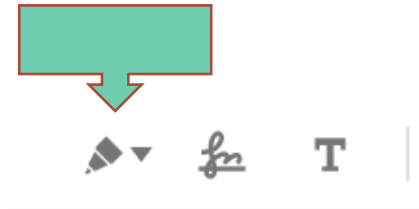
After the document is signed, you may click the "Save" button. This just saves your annotation and shows you the signed document.

To submit the completed document, click the "Save and Submit" button.

Saves the annotations and allows viewing

Submits completed document

Collaboration Document

Cancel   Save   Save & Submit

d 04/03/2020
Submitted

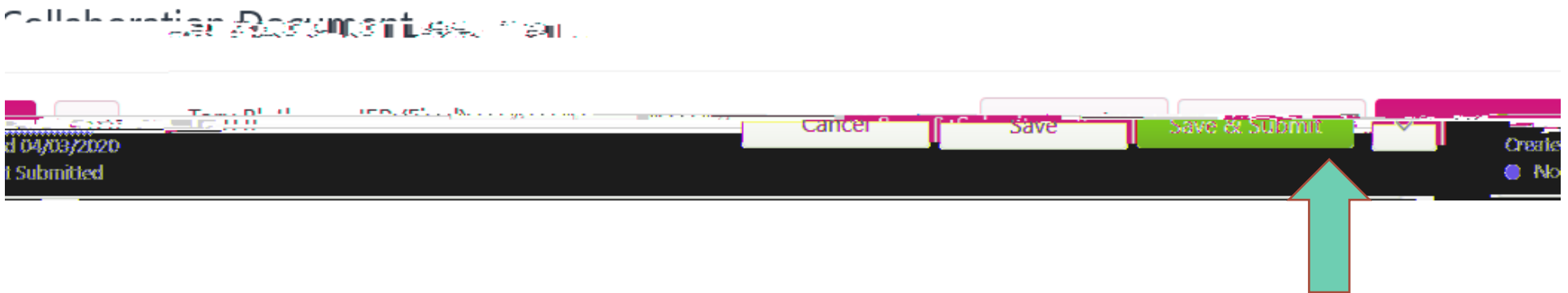Create
No

Submitting without Signing

Sometimes you may receive documents that only require you to view and submit without signing. Go to the dropdown menu at the top right, click, and choose submit.

Collaboration Document
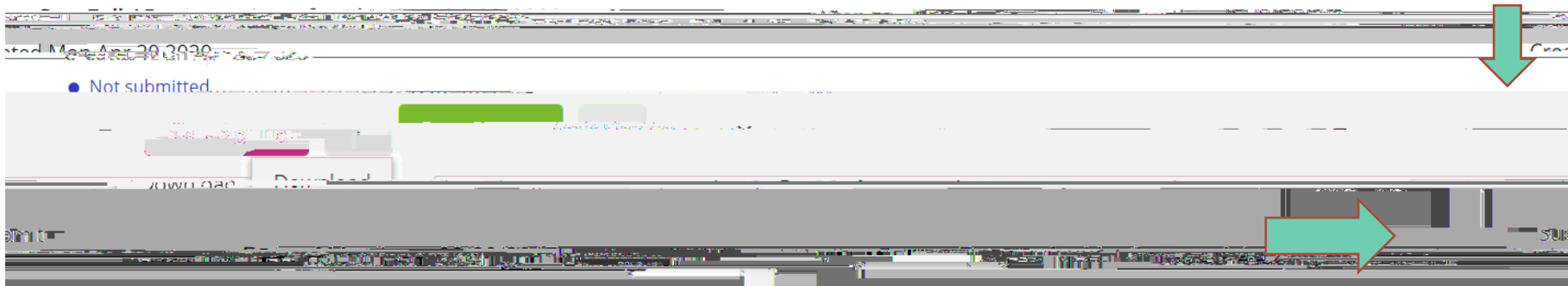
If you click the Start Signing button, you can also simply click "Save and Submit" without signing. START HERE

Downloading a Copy

Congratulations! You succ... saftulations! You succ...