



Sacramento County Office of Education

Electronic Signature SEISSign Quick Reference Guide

1. Once IEP is affirmed, go to current IEP and check each form used in the meeting and then click on Generate E-Signature Package.

A screenshot of the SEISSign interface. At the top, there are four tabs: "Affirmed Forms", "Attachments (2)", "Amendments (2)", and "Comments (0)". Below the tabs are three buttons: a green "Print Selected" button, a green "Generate E-Signature Package" button, and a blue "E-Signature Info" link.

2. A box will pop up indicating the validations have cleared, click continue.
3. The next box that pops up will be where you add participants.

A screenshot of the "Generate E-Signature Package" dialog box. It has a dark grey header with the title "Generate E-Signature Package". Below the header are four input fields: "Signer Full Name:", "Title/Relationship to Student:", "Email:", and "Cell Phone". The "Cell Phone" field contains the number "999-999-9999". To the right of the "Cell Phone" field is a green circular button with a white plus sign and a person icon.

4. Add the name, title/relationship to student, email address, and cell phone for each meeting participant clicking the green add button after each entry.
5. Next enter the password you want to use for this meeting.

A screenshot of the password entry field. The label reads "Enter a Password for Signer(s) to access document". Below the label is a text input field containing the text "Password is sent via text msg or share directly with signer(s)". To the right of the input field, it says "Signer(s) may contact you via the following:" followed by "Email: wbeatty@scoe.net".

6. The last step is to check the boxes under Additional Options. You MUST mark "Include Medi-Cal consent statement" and "I acknowledge all documentation and signer information is correct".

A screenshot of the "Additional Options" section. It contains three checkboxes: "Include Medi-Cal consent statement" (checked), "Include Spanish copy of forms (If a form is not available in Spanish, it will display in English)" (unchecked), and "Automatically Number Pages, ex: Page 1 of 14" (unchecked). Below these is a checked checkbox: "I acknowledge all documentation and signer information is correct." To the right of the checkboxes are two buttons: a green "Send E-Signature Package" button and a grey "Cancel" button.

7. Click the green Send E-Signature Package button.
8. Once all signatures have been generated, open the signature package and affirm to attach the signature page to IEP.