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.

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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 in the email to move to the next step in the process.
**Entering the Access Code**

The access code is a mechanism to ensure the security of the document. This security can be maintained by ensuring that only those who should open the document open it.

The code is defined and shared by the person who published the document. Once you open the document, you will be prompted to enter the document access code provided to you.

Enter the code and click Open Document.

If you are unsure of the access code, contact the person who shared the document with you.

Note that the Access Code is case sensitive.
<table>
<thead>
<tr>
<th><img src="image1.png" alt="Image" /></th>
<th>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 later. If you wait 5 minutes then try, that is sufficient time.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>The secure document link is valid for 48 hours. If it is entered past that time, you will receive an expired link message. The link will automatically be sent to your email.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

Electronic Signature Agreement. By using the annotation tools to sign, I have electronically signed it. I agree that my electronic signature is the legal equivalent of my handwritten signature on a paper form. I consent to be legally bound by the terms and conditions of the form and also attest to the accuracy and validity of the data and information on the form, to my best information and knowledge.

I do not agree  I agree
Signing the Document

Click the "Start Signing" button.

Collaboration Document

Tory Blathras – IEP (Final)
Created 04/03/2020
**Not Submitted**

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.

SIGNATURES OF COMMITTEE MEMBERS AND OTHER PARTICIPANTS

Date of Meeting:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent(s)/Adult Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Representative</td>
<td></td>
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</tr>
<tr>
<td>General Education Teacher</td>
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</tr>
<tr>
<td>Special Education Teacher/Provider</td>
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<tr>
<td>Assessment</td>
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</tbody>
</table>
Using Type to Text

On the PDF, you can also utilize the type to text feature to type your name where needed. To do so, double click the T icon. Choose your color. Then, click anywhere in the area you wish to type. This creates a text box. Click inside the box to begin typing and click enter when complete.
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.
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

eStar Full ARD A - Review of Evaluation: 04/20/2020
Created Mon Apr 20 2020
• Not submitted

Date of Meeting: 09/29/2017
Reason for Meeting: Admission

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

Collaboration Document

Tory Blathras – IEP (Final)
Created 04/03/2020
• Not Submitted
Congratulations! You successfully signed and submitted your document! You can download a copy of the document for your records by clicking the download button.

eStar Full ARD: 04/20/2020
Created Mon Apr 20 2020
- Not submitted