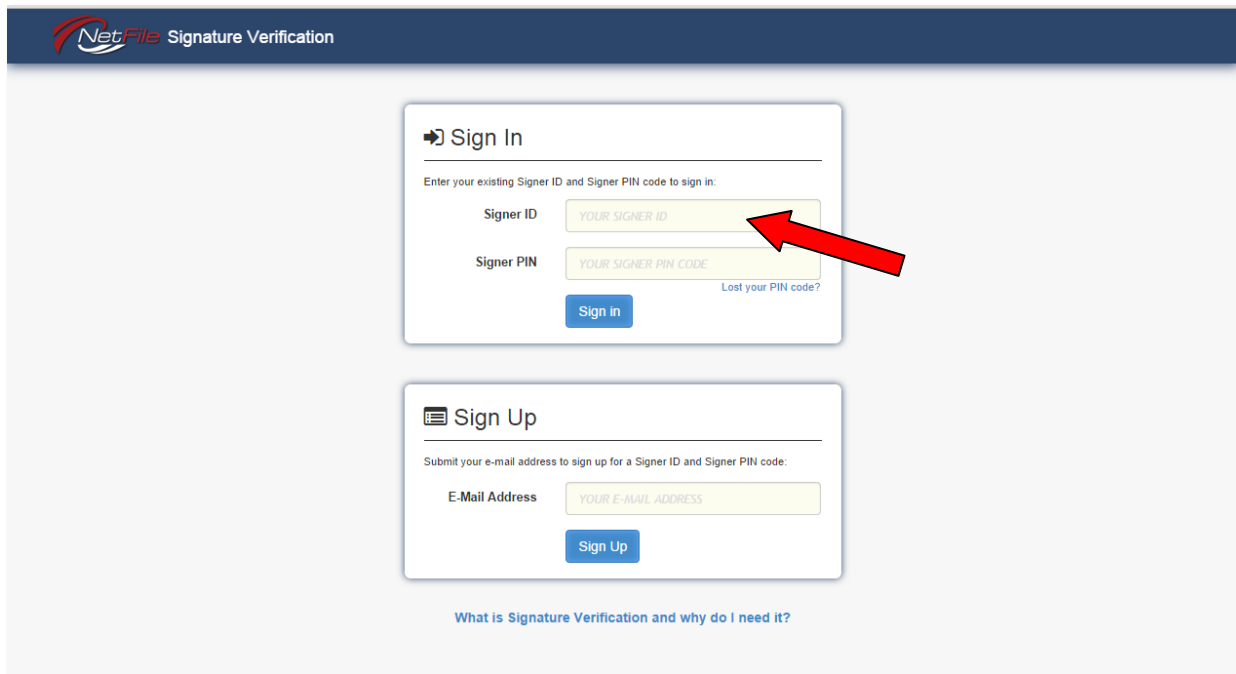


## **\*\*NEW\*\* Changes to the NetFile Signature Verification Process \*\*NEW\*\***

NetFile has created a new app in an effort to simplify the signer verification process.

1. Which type of signer are you?
  - **If you are a candidate or signing officer:** You will receive an e-mail alerting you of a pending filing. To electronically sign the filing you must either a) click on the link provided in the confirmation e-mail sent to you by the e-filing system and complete the process below, or b) navigate to <https://netfile.com/sign> and complete the process below.
  - **If you are a treasurer:** Once you submit a filing, you may click on the “Pending Signatures” link on the Home Page in NetFile, or navigate to <https://netfile.com/sign> and proceed to Step 2 below. Alternatively, you may sign the filing by clicking the link in the confirmation e-mail that you receive and then proceed to Step 2 below.
2. Enter your Signer ID. *This ID is seven characters, alpha-numeric, and begins with an “S” (e.g. S10999A). You received the ID when you completed the Signature Verification Card. Contact the City Clerk’s Office at 510-981-6908 if you are unable to locate your Signer ID.*



The screenshot displays the NetFile Signature Verification app interface. At the top, the NetFile logo and "Signature Verification" text are visible. The main content area features two primary sections: "Sign In" and "Sign Up".

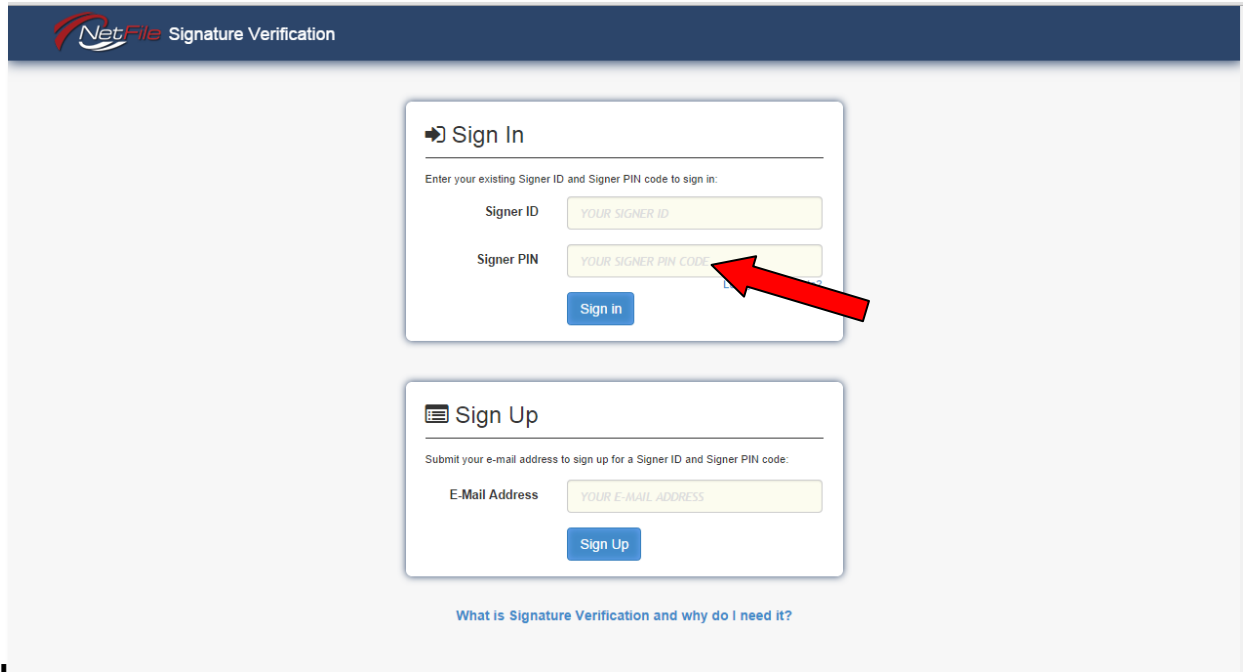
The "Sign In" section includes the heading "Sign In" with a right-pointing arrow icon. Below it, the instruction "Enter your existing Signer ID and Signer PIN code to sign in:" is followed by two input fields: "Signer ID" (containing the placeholder "YOUR SIGNER ID") and "Signer PIN" (containing the placeholder "YOUR SIGNER PIN CODE"). A blue "Sign in" button is positioned below these fields. A red arrow points to the "Signer ID" input field. A link "Lost your PIN code?" is located to the right of the "Signer PIN" field.

The "Sign Up" section includes the heading "Sign Up" with a document icon. Below it, the instruction "Submit your e-mail address to sign up for a Signer ID and Signer PIN code:" is followed by an "E-Mail Address" input field (containing the placeholder "YOUR E-MAIL ADDRESS") and a blue "Sign Up" button.

At the bottom of the interface, there is a link: "What is Signature Verification and why do I need it?"

## NetFile Signature Verification Process

3. Enter **your five digit PIN code**. You received this number when you completed the Signature Verification Card. The City Clerk's Office does NOT have this code. If you are unable to locate your PIN, select "Lost your PIN Code?" and follow the online instructions.



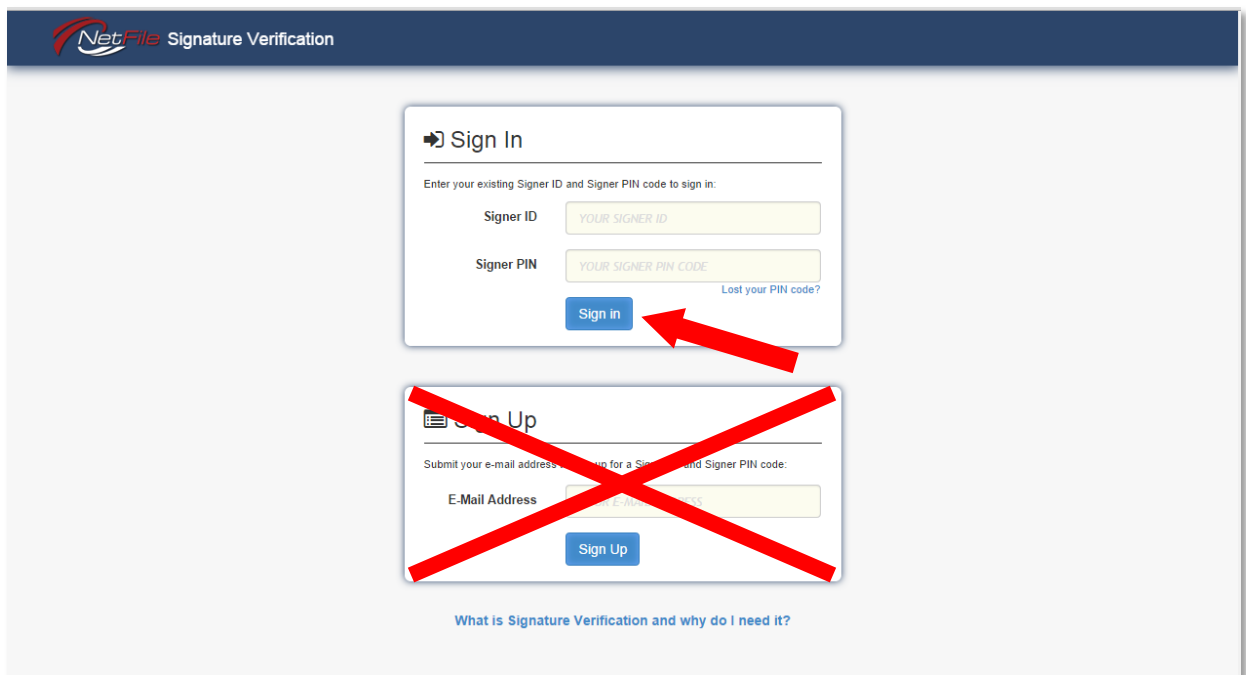
The screenshot shows the NetFile Signature Verification web interface. At the top, there is a dark blue header with the NetFile logo and the text "Signature Verification". Below the header, there are two main sections: "Sign In" and "Sign Up".

The "Sign In" section is titled "Sign In" and includes the instruction "Enter your existing Signer ID and Signer PIN code to sign in:". It features two input fields: "Signer ID" with the placeholder text "YOUR SIGNER ID" and "Signer PIN" with the placeholder text "YOUR SIGNER PIN CODE". A blue "Sign in" button is located below the "Signer PIN" field. A red arrow points to the "Signer PIN" input field.

The "Sign Up" section is titled "Sign Up" and includes the instruction "Submit your e-mail address to sign up for a Signer ID and Signer PIN code:". It features one input field: "E-Mail Address" with the placeholder text "YOUR E-MAIL ADDRESS". A blue "Sign Up" button is located below the "E-Mail Address" field.

At the bottom of the page, there is a link that says "What is Signature Verification and why do I need it?".

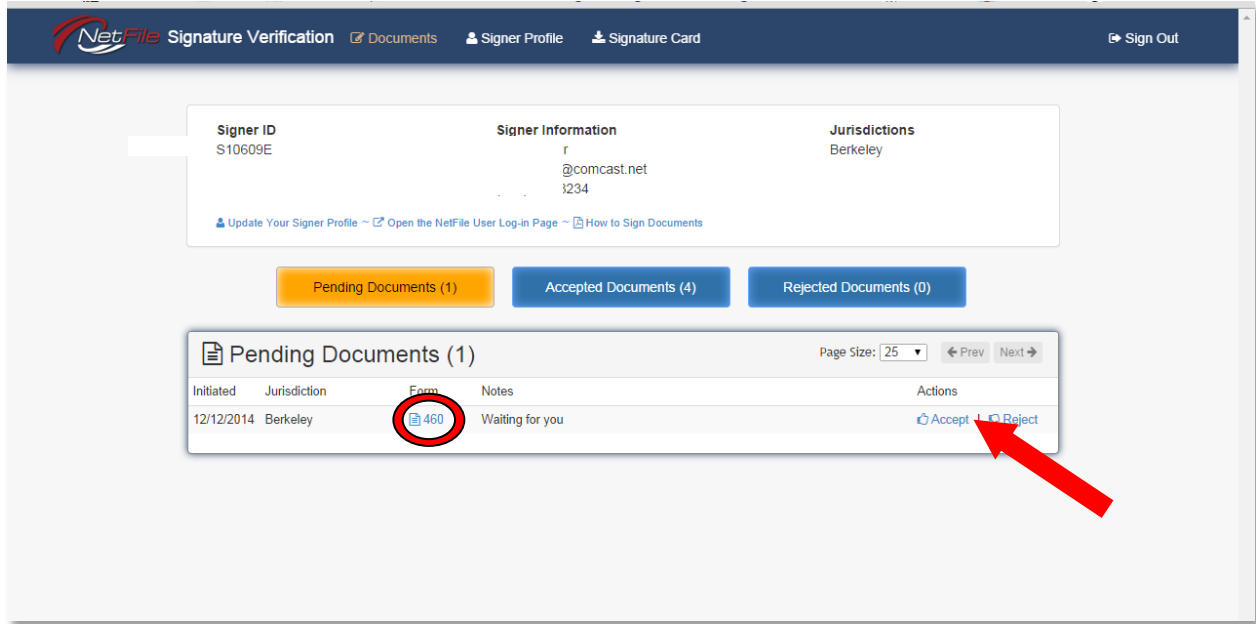
4. Click **Sign in** (Do not enter any information in the Sign Up box or click the Sign Up button)



This screenshot is identical to the one above, but with a large red 'X' drawn over the "Sign Up" section. A red arrow points to the "Sign in" button in the "Sign In" section. The "Sign Up" section is completely obscured by the red 'X', indicating that users should not interact with it.

## NetFile Signature Verification Process

- From the **Documents** screen, you may view the pending document by clicking on the document type in blue letters in the “Form” column. Select **Accept** for the document you wish to accept.



No further action is required. Your filing will be complete once all required signers complete this process. The system does not confirm that your signature has been accepted. After all signers have approved the filing, you may check on your filing by going to the Public Access Portal - <http://static.netfile.com/agency/brk/>.

If you have any questions, call the City Clerk's Office at 510-981-6908.