

IEP Writer Electronic Signature Info/Updates

Invitation

An IEP invitation will only be sent to the parent/guardian via email. No other IEP team member listed on the invite will receive that email. This was updated by IEP Writer on 2/24.

Checking for Signatures

You will not be alerted when a team member signs a document. Instead, you will have to click the **Resend Esign Emails** under the specific document to see who has signed it. Follow the steps below to see who has signed a document.

Step 1: Click Resend Esign Emails

- [Resend Esign Emails](#)

Step 2: When you click **Resend Esign Emails**, you will see what is below. As you can see, the parent (Paul Pan) was the only email I sent the form to and it was E-signed.

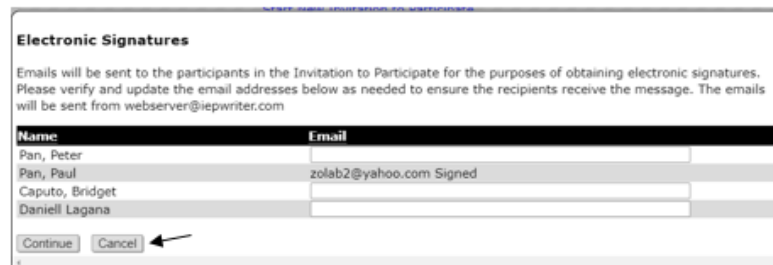


Electronic Signatures

Emails will be sent to the participants in the Invitation to Participate for the purposes of obtaining electronic signatures. Please verify and update the email addresses below as needed to ensure the recipients receive the message. The emails will be sent from webserver@iepwriter.com

Name	Email
Pan, Peter	
Pan, Paul	zolab2@yahoo.com Signed
Caputo, Bridget	
Daniell Lagana	

Step 3: Press cancel after you look so the email is not sent again.



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Pan, Paul	zolab2@yahoo.com Signed
Caputo, Bridget	
Daniell Lagana	

No E-Sign

You are unable to choose if you want to use the E-sign feature or not. When you finalize a document, it will direct you to the electronic signatures box. So, if there is a document you do not want sent out for an electronic signature, please follow the steps below.


Step 1: Click finalize on the specific document.



Step 2: click on the edit icon (pencil/paper)

Electronic Signatures

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Name	Email	Edit
Pan, Peter	pan@gmail.com	
Pan, Paul	zolab2@yahoo.com	
Caputo, Bridget	caputob@hasdk12.org	
Daniell Lagana	laganad@hasdk12.org	

Step 3: Delete the email address that is in the box so it is blank and click save (floppy disk icon).

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Name	Email	Edit
Pan, Peter	pan@gmail.com	
Pan, Paul	zolab2@yahoo.com	
Caputo, Bridget	<input type="text" value="caputob@hasdk12.org"/>	 
Daniell Lagana	laganad@hasdk12.org	

Step 4: Press continue if the email address is blank for the participant you do not want the document sent to.

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Name	Email	Edit
Pan, Peter	pan@gmail.com	
Pan, Paul	zolab2@yahoo.com	
Caputo, Bridget		
Daniell Lagana	laganad@hasdk12.org	