

Submitting a CACC Digital Annual Waiver



Introduction

CACC's insurance provider requires that the ASN/FIA digital annual waiver be signed using a certified electronic signature. This means you can no longer simply print the waiver, sign, scan and submit the hand-signed document. You must use an electronic signing service to authenticate the document.

CACC has chosen CudaSign (formerly SignNow) to provide the digital signature for our electronic waiver. This document will guide you through the process of generating and submitting a digitally signed ASN/FIA CACC annual waiver.

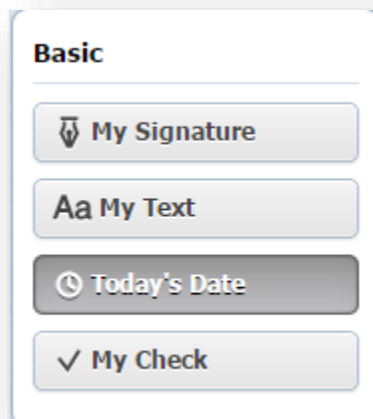
Important Notes

1. **The digital annual waiver is completely optional.** The annual waiver is merely a convenience, and **failing to provide one will not prevent you from competing** at CACC events. If you choose not to complete and submit the digital annual waiver, you'll just need to sign the waiver at each race.
2. The waiver has provision for a witness. **You are not required to provide a witness signature when signing with your CudaSign digital signature.**


Procedure

Follow the procedure below to complete your ASN/FIA CACC digital annual waiver.

1. Launch your web browser and visit <http://www.caccautosport.org/forms/>.
2. Click the "ASN/FIA Annual General Waiver" link found near the top of the page or [click this link](#) to begin the signing process.
3. The ASN/FIA waiver will appear in the right pane of your CudaSign session. You'll find the "Basic" frame in the left pane. The Basic frame contains the tools you'll need to date and sign your form. First, we'll date the form with today's date. Click "*Today's Date*" in the Basic frame.



4. On the ASN/FIA waiver in the right pane, click in the blank area above the “*Date Release Signed*”. The current date will appear. You can use your mouse to drag that date field to the proper position in that area.

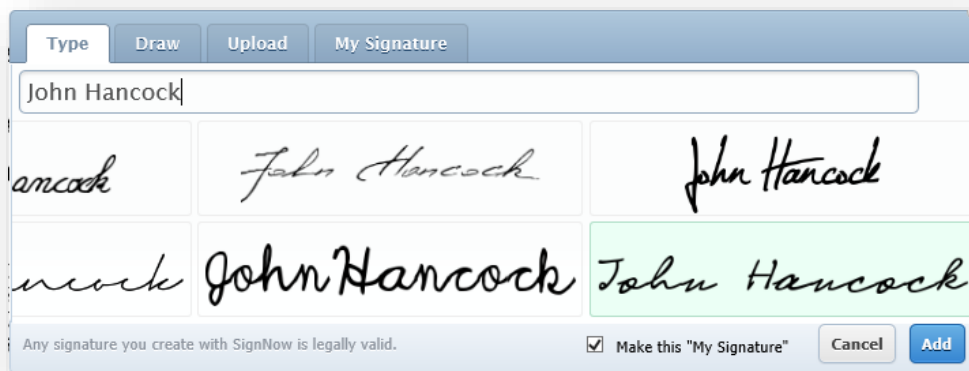


READ CAREFULLY!

02/16/2015

Date Release Signed

5. Now we'll add our signature. If you haven't used SignNow before, you probably won't have a digital signature so you'll need to create one. SignNow offers you three ways to create your signature: **Type**, **Draw** and **Upload**.
 - a. **Type** – Under the “Type” tab, you can select from a set of eight pre-defined handwritten signature styles. To find the style that most closely resembles your own, type your name in the field at the top, then view the samples that appear in the sample signature area below your name. If you see a sample that's a good representation of your name, select it and check the “*Make this My Signature*” box.



The screenshot shows the 'Type' tab selected in the SignNow interface. At the top, there are four tabs: 'Type', 'Draw', 'Upload', and 'My Signature'. Below the tabs is a text input field containing 'John Hancock'. Underneath the input field is a grid of eight sample signatures. The first two rows each contain three samples, and the third row contains three samples. The third sample in the third row, which reads 'John Hancock', is highlighted with a green border. At the bottom of the interface, there is a blue bar containing the text 'Any signature you create with SignNow is legally valid.', a checked checkbox labeled 'Make this "My Signature"', and two buttons: 'Cancel' and 'Add'.

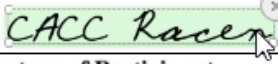
- b. **Draw** – Use the “Draw” tab to create your signature using your mouse. If this form of your signature reasonably replicates your actual signature, check the “*Make this My Signature*” box to make this your preferred digital signature.



- c. **Upload** – If you have a scanned copy of your signature in a file, use the Upload tab to upload that file to SignNow. Most standard image file formats are acceptable.
6. Once you've created your digital signature using the steps above, you can now sign the waiver document. Click on "My Signature" in the left pane. Scroll to the bottom of the ASN/FIA waiver document to the signing field just above "Signature of Participant". Click the Add button to insert your chosen signature at the position where you've clicked with your mouse. If necessary, you can reposition the signature by dragging it with your mouse to the appropriate location in the field.


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I SIGN THIS DOCUMENT VOLUNTARILY AND WITHOUT INDUCEMENT

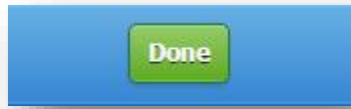
 Signature of Participant	_____ Print Name of Participant	_____ Signature of Witness _____ Print Name:
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7. Now that you've added your signature, you must add your printed name. Click on "My Text" in the Basic frame on the left. Click on the space above "Print Name of Participant" at the bottom. In the green field that appears, enter your name. If necessary, reposition the text box by dragging it with your mouse to the appropriate location.

I SIGN THIS DOCUMENT VOLUNTARILY AND WITHOUT INDUCEMENT

 Signature of Participant	<div style="border: 1px solid red; padding: 2px; display: inline-block;">CACC Racer</div> Print Name of Participant	_____ Signature of Witness _____ Print Name:
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8. No witness signature is required. Simply click the green “Done” button near the top right side of the page to commit your changes and send the waiver to CACC.



9. On your CACC Competition or Officials License application, be sure to check the “Waiver Submitted” box so the License Administrator knows to look for the submitted waiver as part of your application.