

# 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. **There three fields that must be completed in the signing process.** Be sure to complete all fields as instructed below.

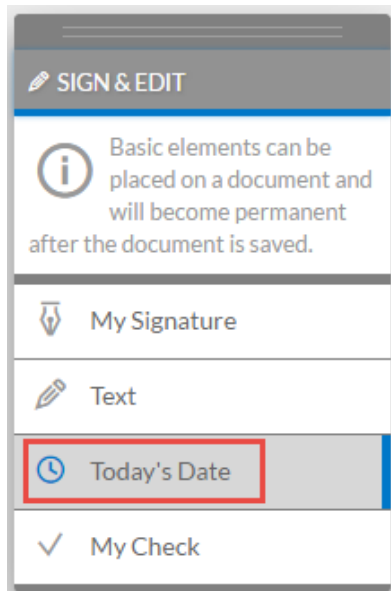
**Date Release Signed**  
**Signature of Participant**  
**Print Name of Participant**

3. **You are not required to provide a witness signature** when signing this form.

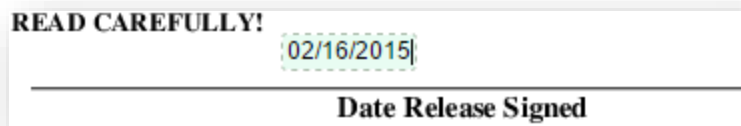
## Procedure

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

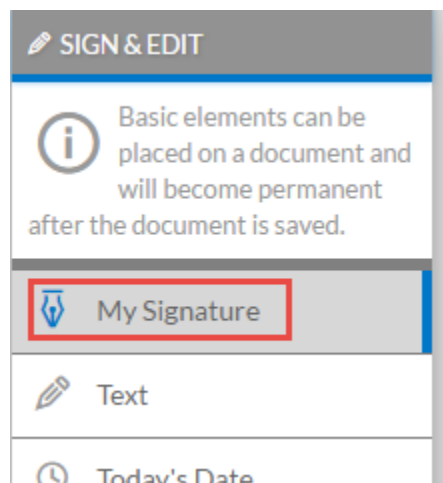
1. Launch your web browser and visit <http://www.caccautosport.org/forms/> and click the "ASN/FIA Annual General Waiver" link found near the top of the page.
2. The ASN/FIA waiver will appear in the right pane of your CudaSign session. You'll find the "**SIGN & EDIT**" frame in the left pane. The **SIGN & EDIT** frame contains the tools you'll need to date and sign your form. First, we'll date the form in the **Date Release Signed** field using today's date.
  - a. Click "*Today's Date*" in the **SIGN & EDIT** frame on the left.



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



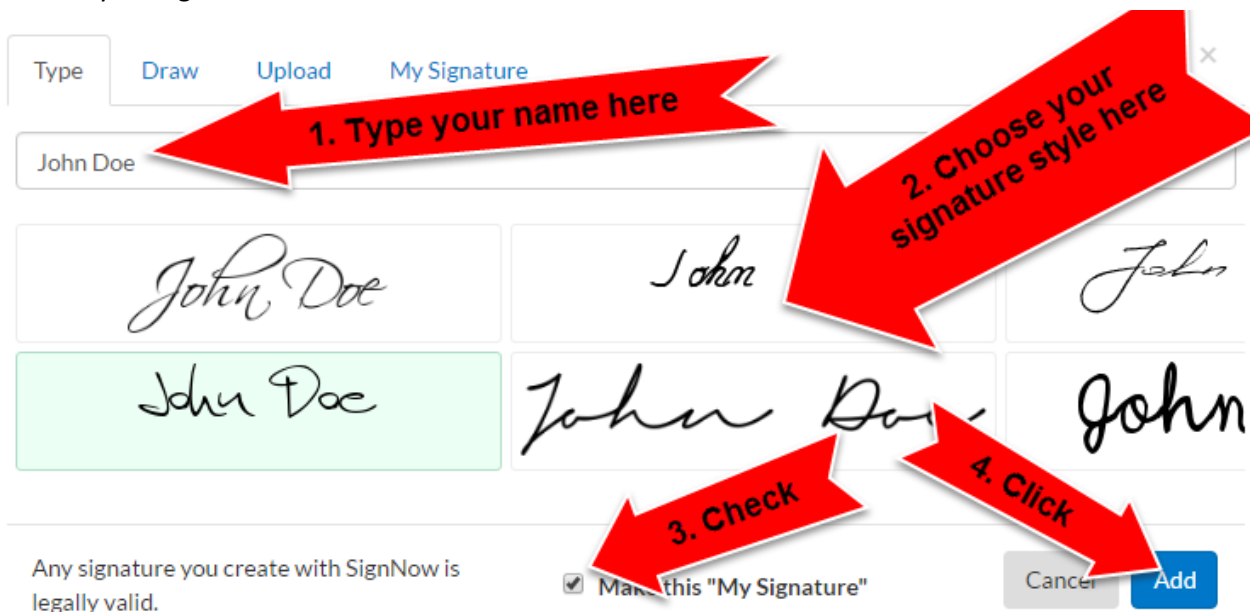
3. Now we'll add our signature. SignNow offers you three ways to create your signature: **Type**, **Draw** and **Upload**. Advanced users are welcome to incorporate their own signature but, in this example we'll opt for the simplest method and will use **Type**.
  - a. Click **My Signature** in the **SIGN & EDIT** menu to change to signing mode.



- b. Scroll to the bottom of the main document and indicate where you would like your signature placed by clicking in top left of the blank area above the **Signature of Participant** field.



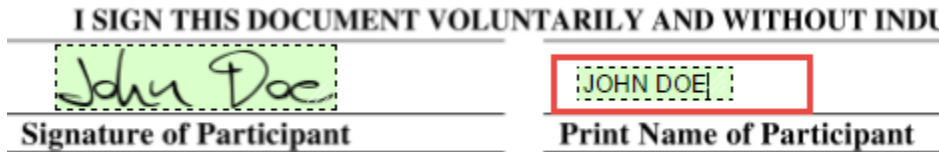
- c. Once you've clicked to indicate the area where your signature will be placed, a signature window will pop up. If the window opens at the **My Signature** tab, you can use your existing signature and simply click the **Add** button and go to step 4. Otherwise, click the **Type** tab.
- d. Under the "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. Once you see a sample that's a reasonable representation of your signature, select it and check the **"Make this My Signature"** box and click **Add** to place your signature in the document.



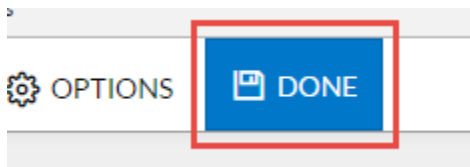
- 4. If necessary, you can reposition the signature by dragging it with your mouse to the appropriate location.



- Now that you've added your signature, you must add your printed name. Click on **"Text"** in the **SIGN & EDIT** frame on the left. Then scroll to the bottom of the document and click in the left of the space above **"Print Name of Participant"**. 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.

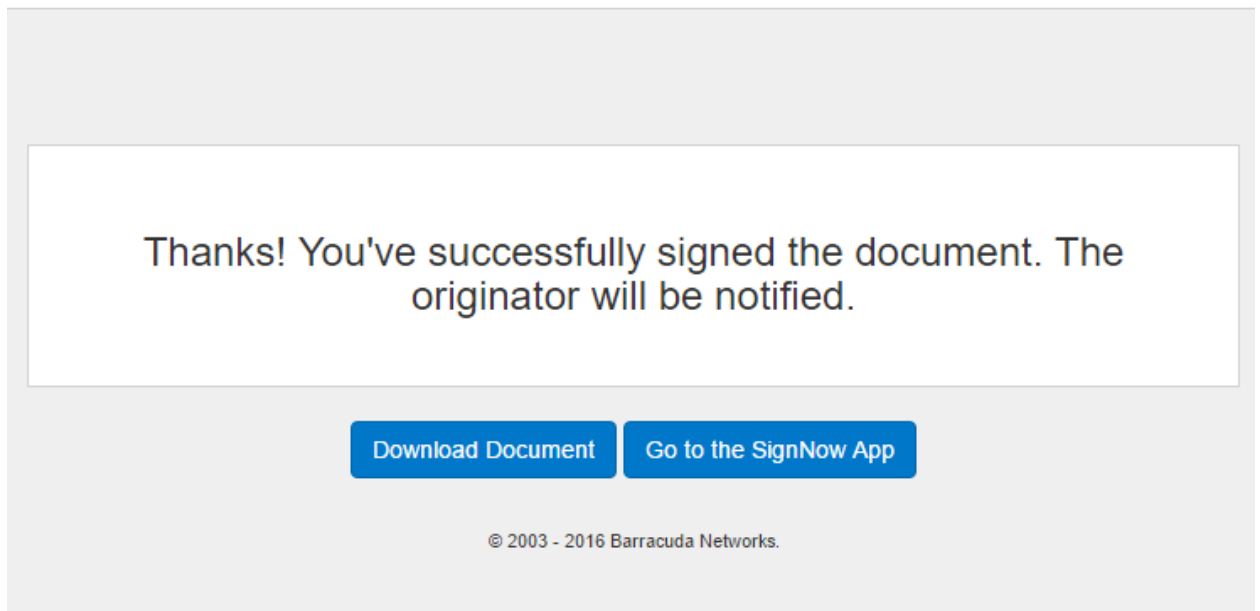


- No witness signature is required.** Simply click the **"DONE"** button near the top right side of the page to commit your changes and send the waiver to CACC.



- Once the document has been successfully submitted, you will see this message. If you do not get this message, please begin the process again.

*SignNow*



- 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.