Dynamic Forms

Release 8.2

Release Summary

- Signature Widget
- API Administrator Portal
- Several Other changes / bug fixes

Electronic Signature Today

Electronic Signature - Current Functionality

Single Signature and Multiple Signature forms currently have only one flow.....

- A participant completes the form and is then presented with the electronic signature page. On this page, the user can:
  - Review the Consent and Disclosure Statement (per E-Sign Law)
  - Opt-In and electronically sign the form – or –
  - Opt-out, view and print the PDF perform a wet signature and turn the form in
- Electronic Signatures are encrypted/hashed and stamped on form – always at the bottom of the form

Current E-Sign Flow

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Disclosure statement

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jim

Grace

Previous | Sign Electronically

Opt-In/Sign

Signing electronically above is the fastest, most efficient way to submit your information to Lee University. If you choose to opt out, processing time may be delayed by 2 to 3 weeks.

If you choose to opt out by clicking the "Opt out and print" link below, you understand that you must print and submit the form and accompanying documentation (if appropriate) and follow the instructions on the next page to submit the form to Lee University.

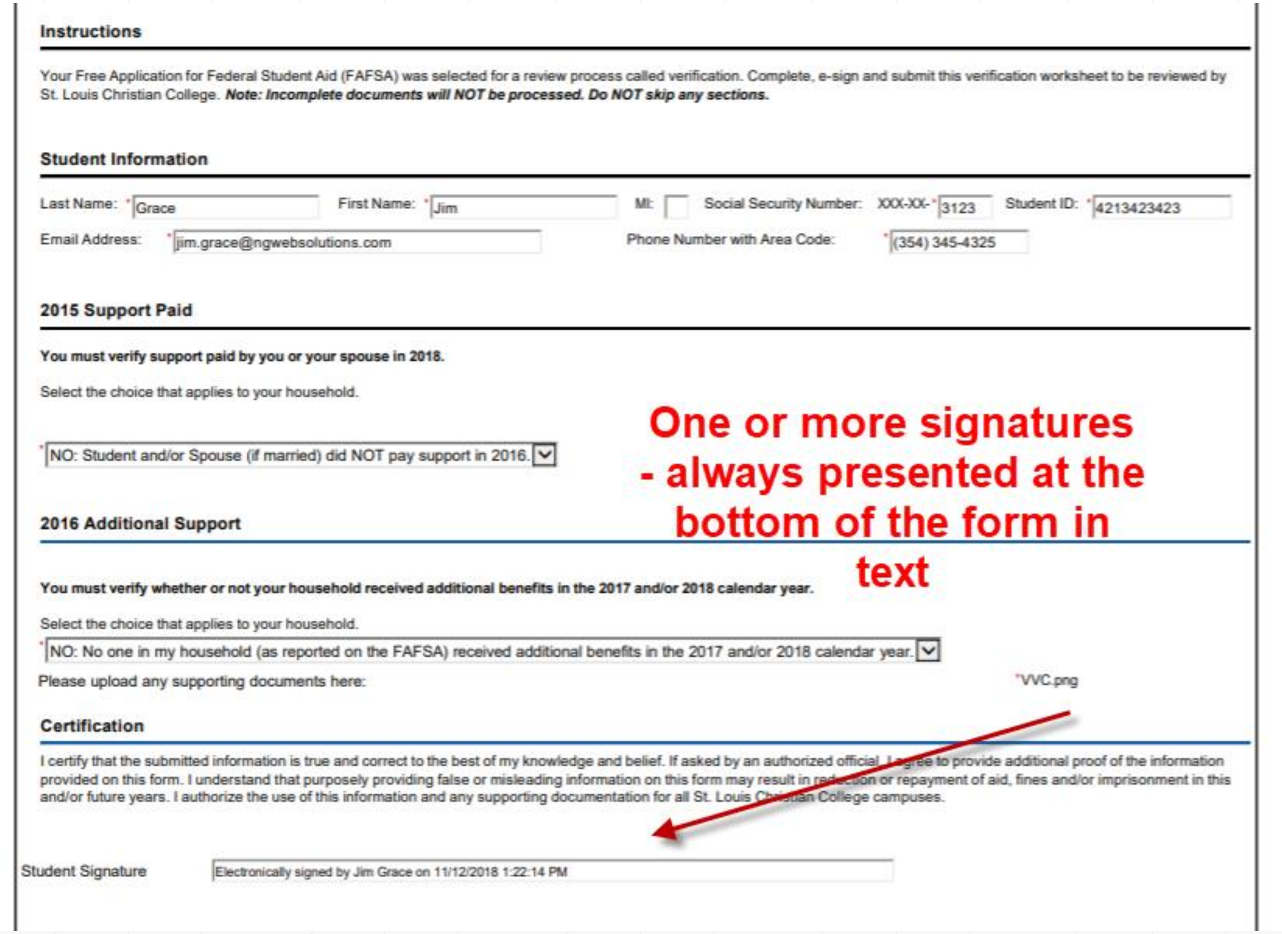
Opt out and print

Opt-Out - Wet Sign

Current E-Sign Flow

Now each participant goes through the exact same process and once the user opts in to the electronic signature process, the signature is:

- Represented as an unalterable text line at the end of the form
- Each additional participant's signature will be presented under the previous participant's



Instructions

Your Free Application for Federal Student Aid (FAFSA) was selected for a review process called verification. Complete, e-sign and submit this verification worksheet to be reviewed by St. Louis Christian College. ***Note: Incomplete documents will NOT be processed. Do NOT skip any sections.***

Student Information

Last Name: *Grace First Name: *Jim MI: Social Security Number: XXX-XX-*3123 Student ID: *4213423423

Email Address: *jim.grace@ngwebsolutions.com Phone Number with Area Code: *(354) 345-4325

2015 Support Paid

You must verify support paid by you or your spouse in 2018.

Select the choice that applies to your household.

*NO: Student and/or Spouse (if married) did NOT pay support in 2016.

2016 Additional Support

You must verify whether or not your household received additional benefits in the 2017 and/or 2018 calendar year.

Select the choice that applies to your household.

*NO: No one in my household (as reported on the FAFSA) received additional benefits in the 2017 and/or 2018 calendar year.

Please upload any supporting documents here: *VVC.png

Certification

I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form. I understand that purposely providing false or misleading information on this form may result in reduction or repayment of aid, fines and/or imprisonment in this and/or future years. I authorize the use of this information and any supporting documentation for all St. Louis Christian College campuses.

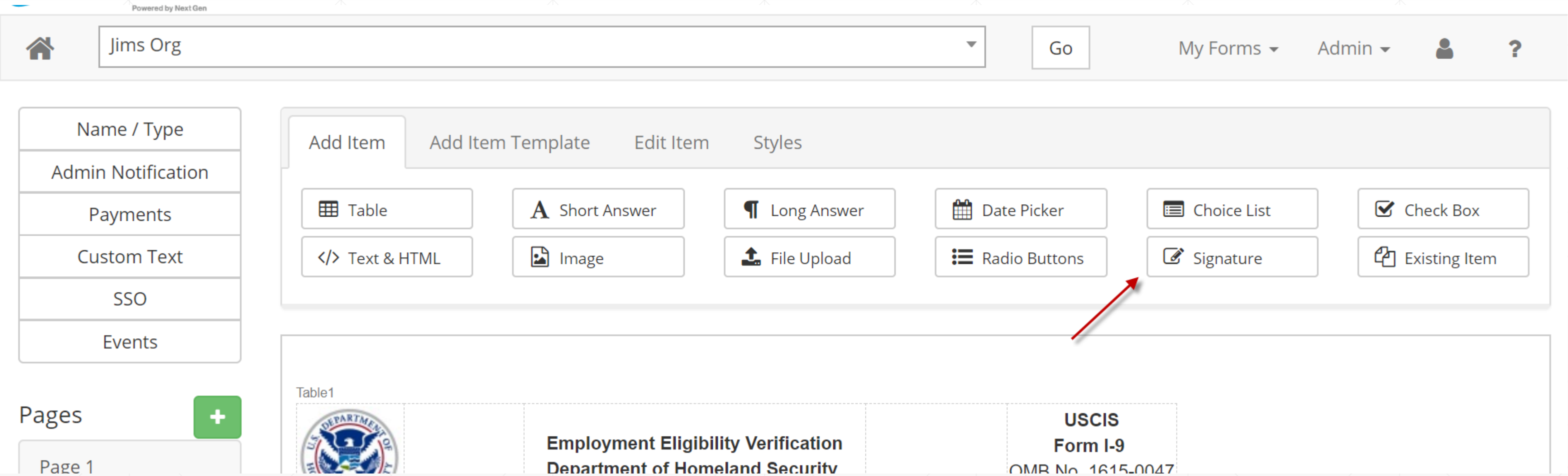
Student Signature Electronically signed by Jim Grace on 11/12/2018 1:22:14 PM

New Signature Widget
Includes initials and date also

New E-Sign Widget

Before we get much further, we want to explain:

- Users will now have functionality to place a “signature widget” any place on the form rather than having the signature(s) at the bottom of the form.



New Signature Widget

Features/Rules for the signature widget are:

- There is no charge for this enhancement
- There is no need to “opt-in” for this feature – the only thing designers need to do is add a signature widget to a signature form.
- Form Designers cannot place a signature widget on a No Signature form
- If you choose, a date can be selected with that signature widget, and that date will be updated if forms are rejected, etc.
- Like all other page items, signature widgets must be assigned to a participant
- Form participants will be presented with the identical E-Sign compliant language when asked to electronically sign
- Opt-out: users will be shown a PDF of the form once they choose to opt-out – similar to today. Like today, there is a warning and then a no-going back option.

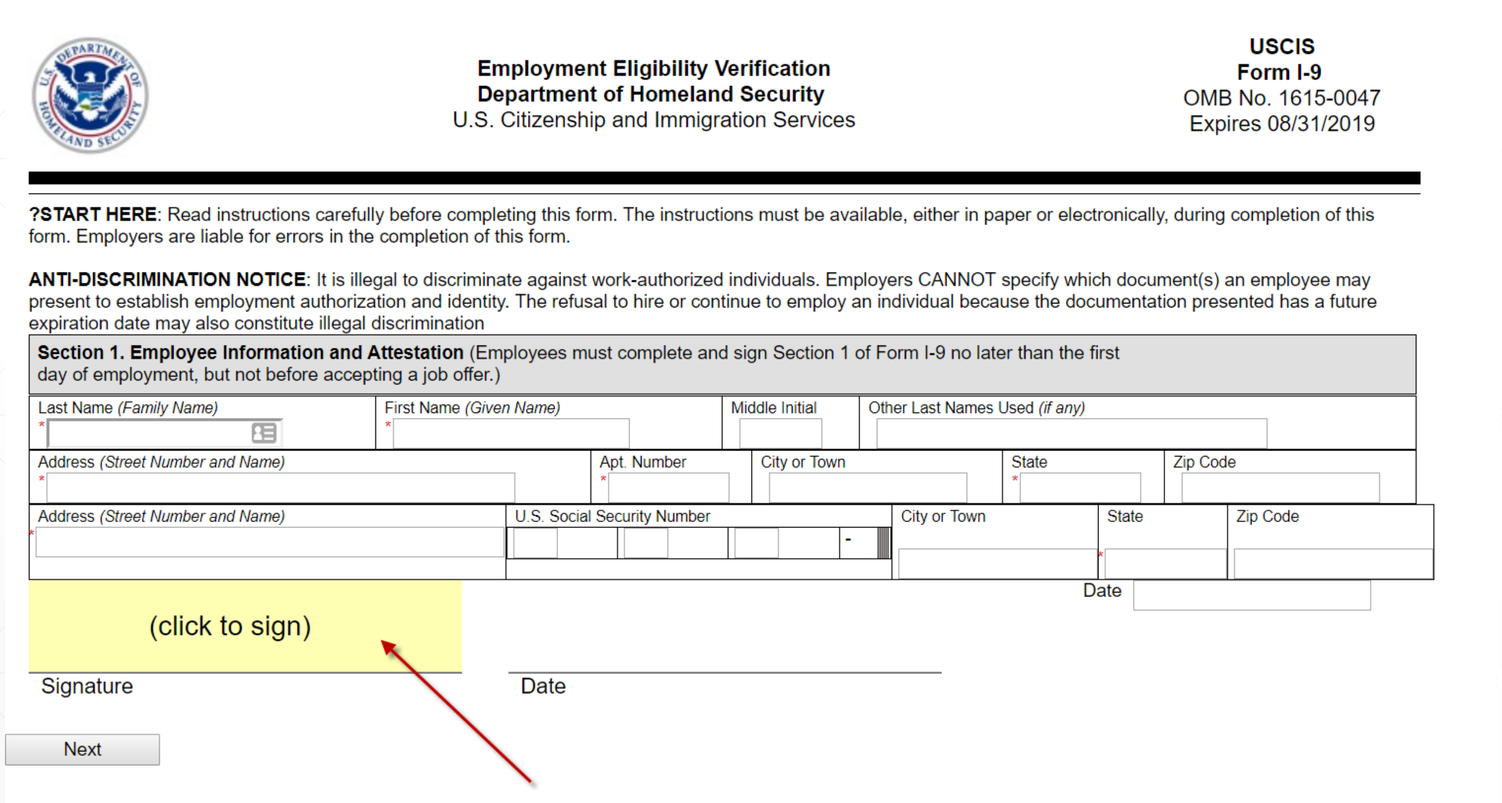
New Signature Widget

Just a couple more (and these are important):

- There can be multiple signature widgets on a form – either because multiple participants are being requested to sign the form **– or –** you are asking one participant to sign the form in two or more different places on the form.
- If there is no signature widget placed on a signature form, the now “old” signature process will be performed – meaning participants will see the current electronic signature page. This also means that if you have a form with four signatures, and only three signature widgets are placed on the form, three participants will sign with the new widget and one participant will see the signature page. That also means that the single signature will show at the bottom of the form.
- On signature widget forms, the “Submit” button will appear – as once they are completed with that page of the form, they have submitted the form. We have added an optional “Are you sure?” prompt which can be turned off.

E-Sign Widget – What the User sees

- New yellow signature area….



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

?START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*
*	*		

Address *(Street Number and Name)*	Apt. Number	City or Town	State	Zip Code
*	*		*	

Address *(Street Number and Name)*	U.S. Social Security Number	City or Town	State	Zip Code
*	-		*	

Date

(click to sign)

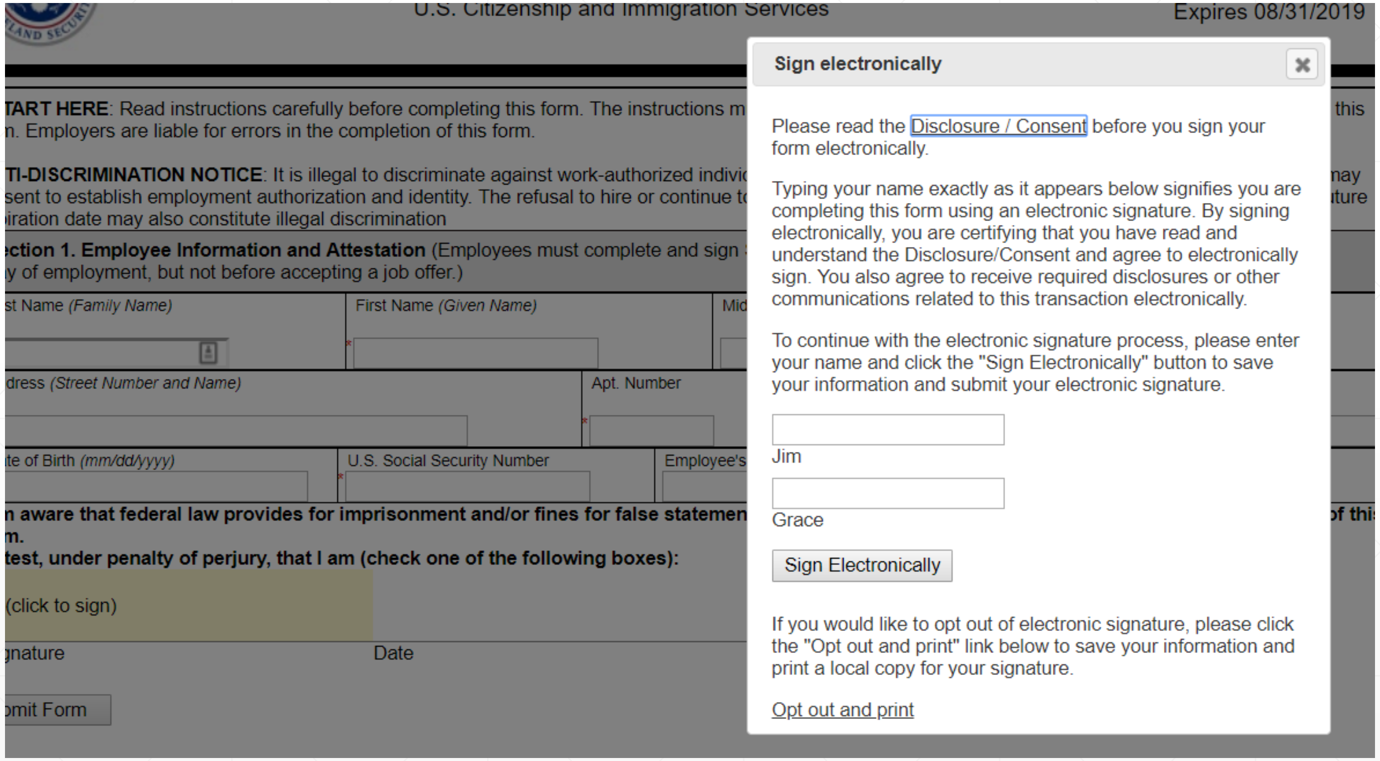
Signature

Date

Next

E-Sign Widget – What the User sees

- The same Opt-In / Opt-Out language is presented



Signature Widget – What the User sees

- User will see a representation of his/her signature on the form where the widget was placed


Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

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expiration date may also constitute illegal discrimination

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of F
day of employment, but not before accepting a job offer.)

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial
Address *(Street Number and Name)*	Apt. Number	City or Tow
Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address

I am aware that federal law provides for imprisonment and/or fines for false statements or use of
form.
I attest, under penalty of perjury, that I am (check one of the following boxes):

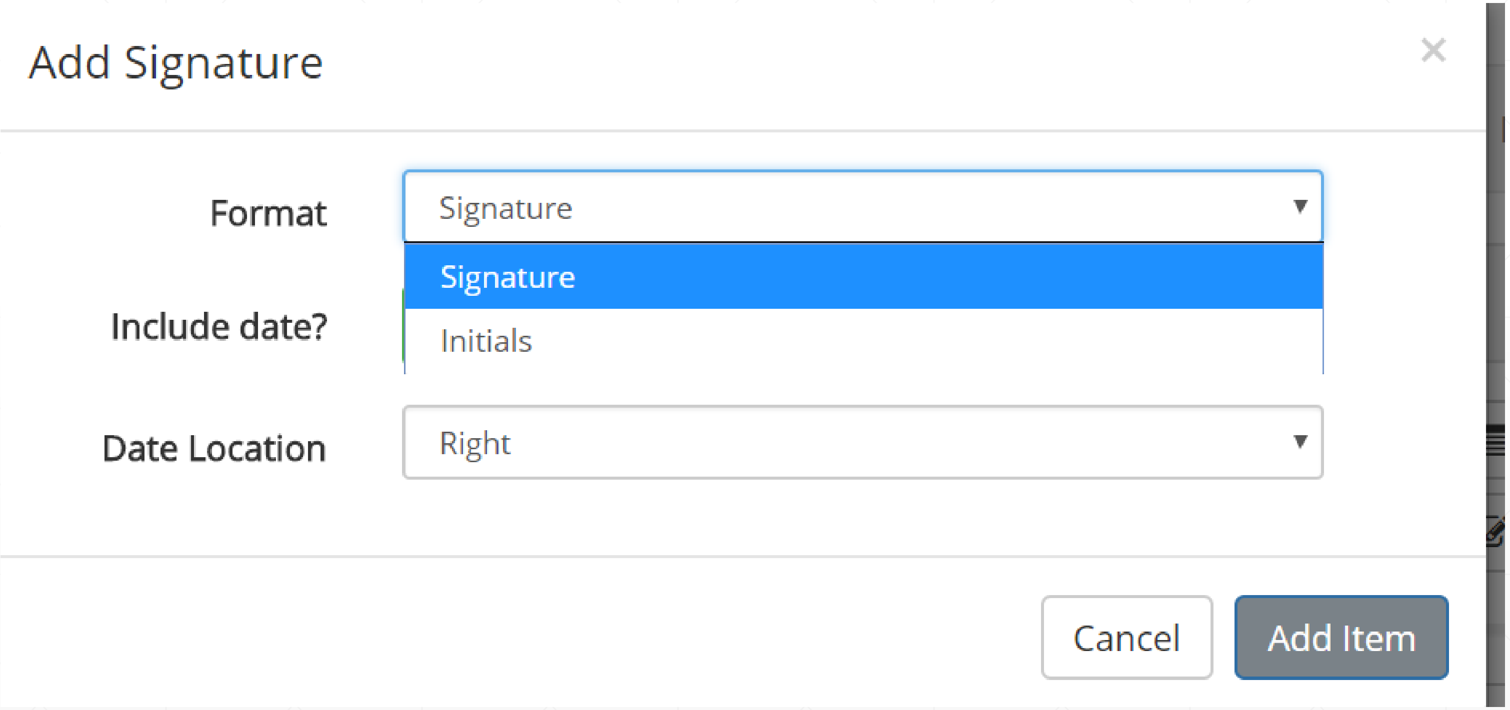
...3837323933

Jim Grace — 11/16/2018, 2:02 PM
Signature — Date

Submit Form

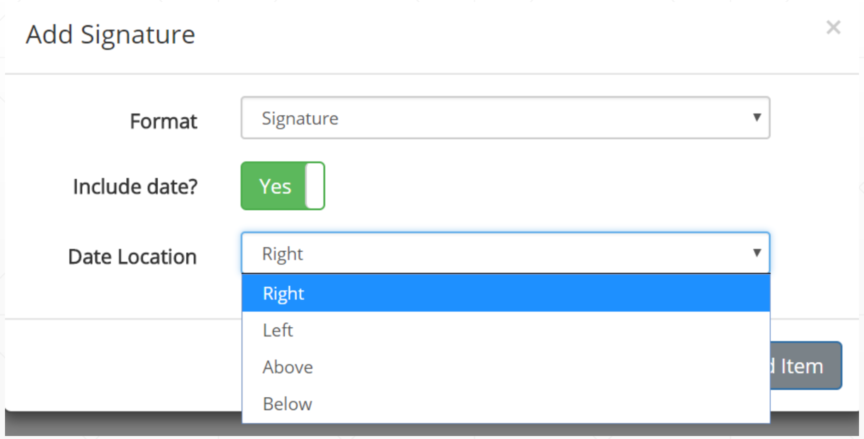
Signature Widget – More Options

- Add either a Signature to the form – or
- If more appropriate - Add Initials to the form



Signature Widget – More Options

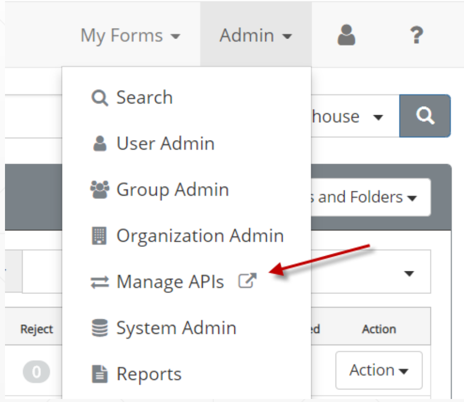
- Add a signature date field to the form – or not!
- If you do, you can add it to the right, left, above or below the signature or initials
- And once the date is added to the form, it can be moved to other parts of the form as well



API Admin Portal

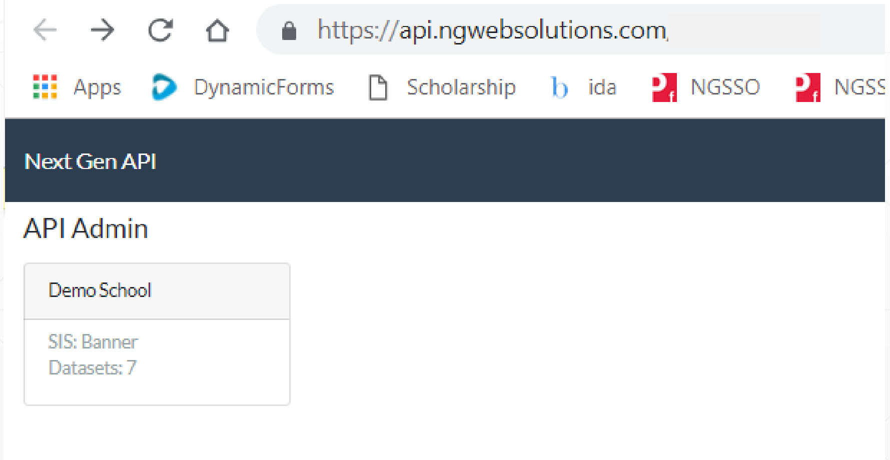
API Admin Portal – Summary

- New Functionality (again included as part of annual license fee)
- Enables users (with appropriate permissions) to build and manage APIs
  - We have made a security role change:
    - There is a new role called API Admin to use this feature
    - Currently no client user has this new role, you must request this role to your Site Admin and the new role will be given by Next Gen – after that the Site Admin can administer the role.
    - If you had the current “API Admin” role – that role has been renamed and you will now have a role called API User
    - Users with the new API Admin role will have access to the new functionality from the Admin menu item as show here.



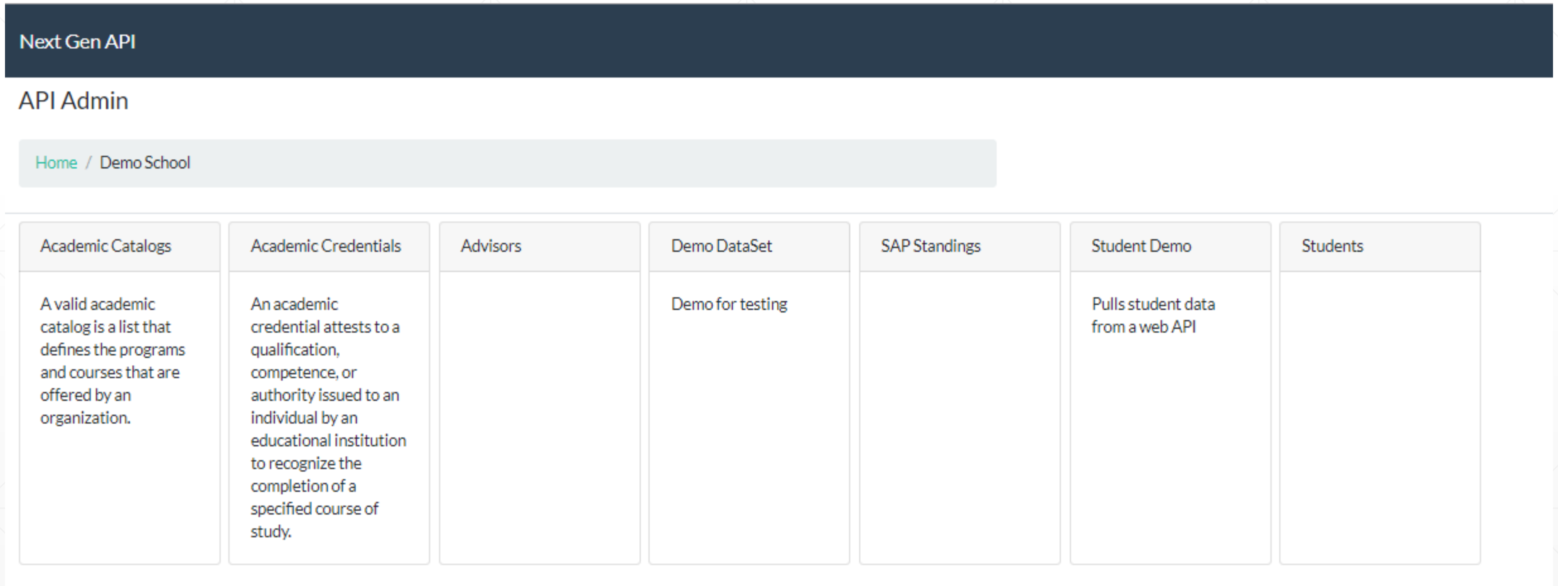
API Admin Portal - Access

- The API Admin user from Dynamic Forms will be logged into the API Portal – users can only access the portal through Dynamic Forms
- The Admin will be presented with the name of the College/University of which they have access to and the API datasets which they have access to.
- In the example below, the API Admin of “Demo School” can see access to seven currently established datasets.



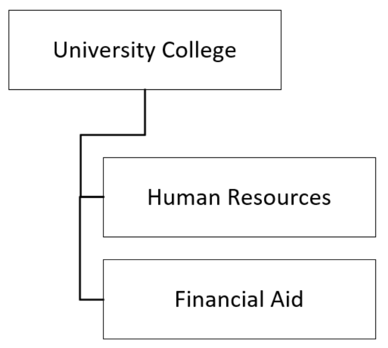
API Admin Portal – Datasets

- Clicking that college profile enables the Admin to see the individual datasets
- In the example below, Demo School has seven dataset tiles with the names of each presented.



API Admin Portal – Dynamic Forms Orgs

- Like today, APIs are available to the organizations that they are created under.
- For example, if University College has a organizational structure like this:

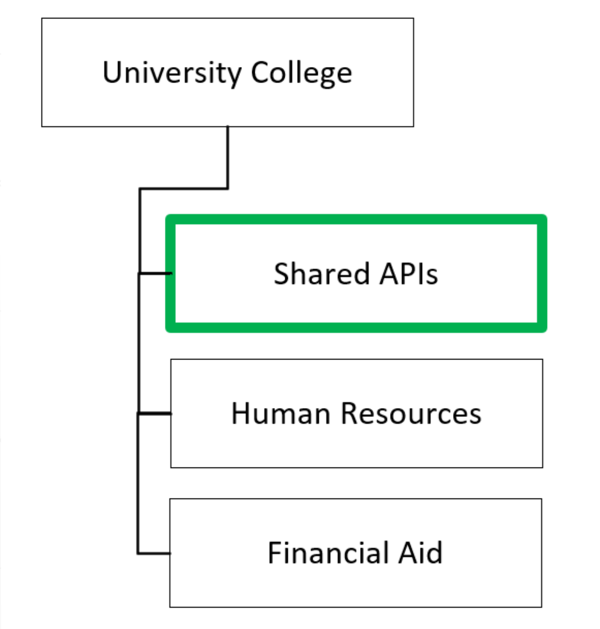


API Admins would want to create APIs from the Human Resources Org for Human Resources only.

Likewise, if API Admins want to create APIs for Financial Aid only, the API Admin would start from the Financial Aid org and begin the API creation.

API Admin Portal – Shared APIs

- Many APIs are necessary across multiple organizations so we would suggest creating a structure which includes a “Common” or “Shared APIs” org that can be utilized by all groups. The Next Gen team can help set this up.



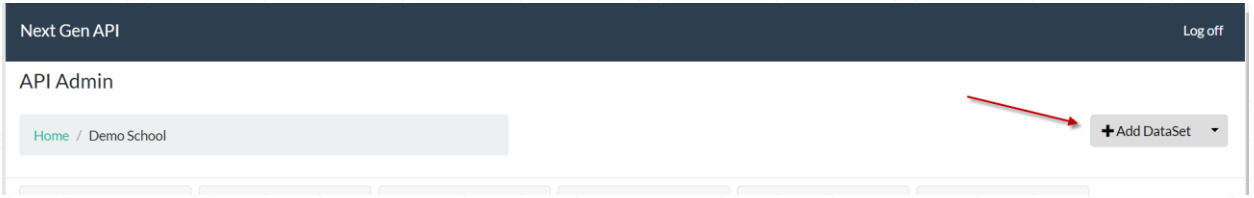
With a shared org structure, API Admins can create common APIs that are used by all or many of the departments and share them across the departments. This avoids the need to create them individually within each organization.

API Admin Portal – Dataset Types

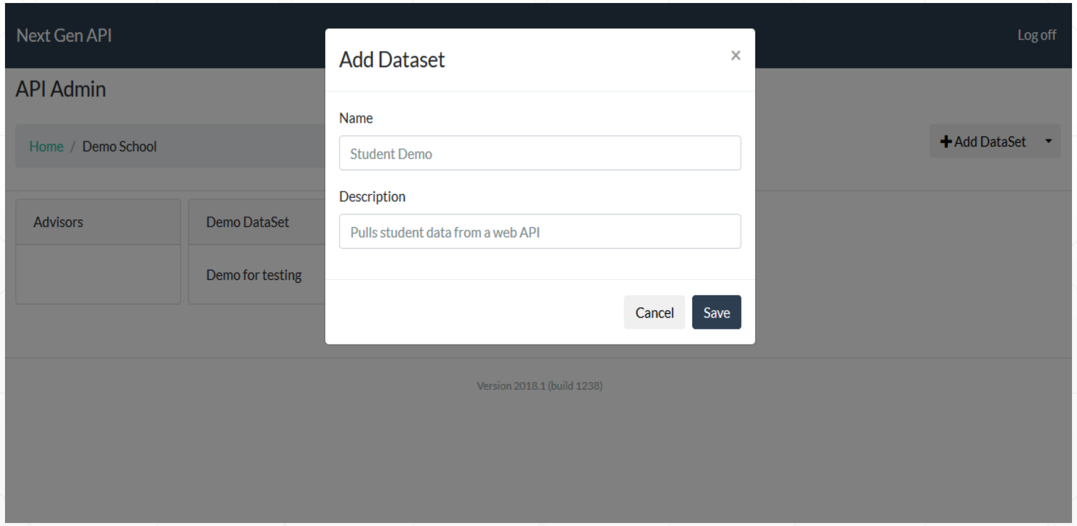
- The overall goal is to have all SIS APIs available to users through the interface.
- Today, we offer:
  - Ability to build out of Custom API data sets
  - Access to a limited inventory of Banner/Ethos APIs
    - Again, we will be building these out over time, along with the Colleague, PeopleSoft APIs.

API Admin Portal – Add Datasets

- To add a new dataset, click the “Add DataSet” button and fill in the Name and Description, and click Save.



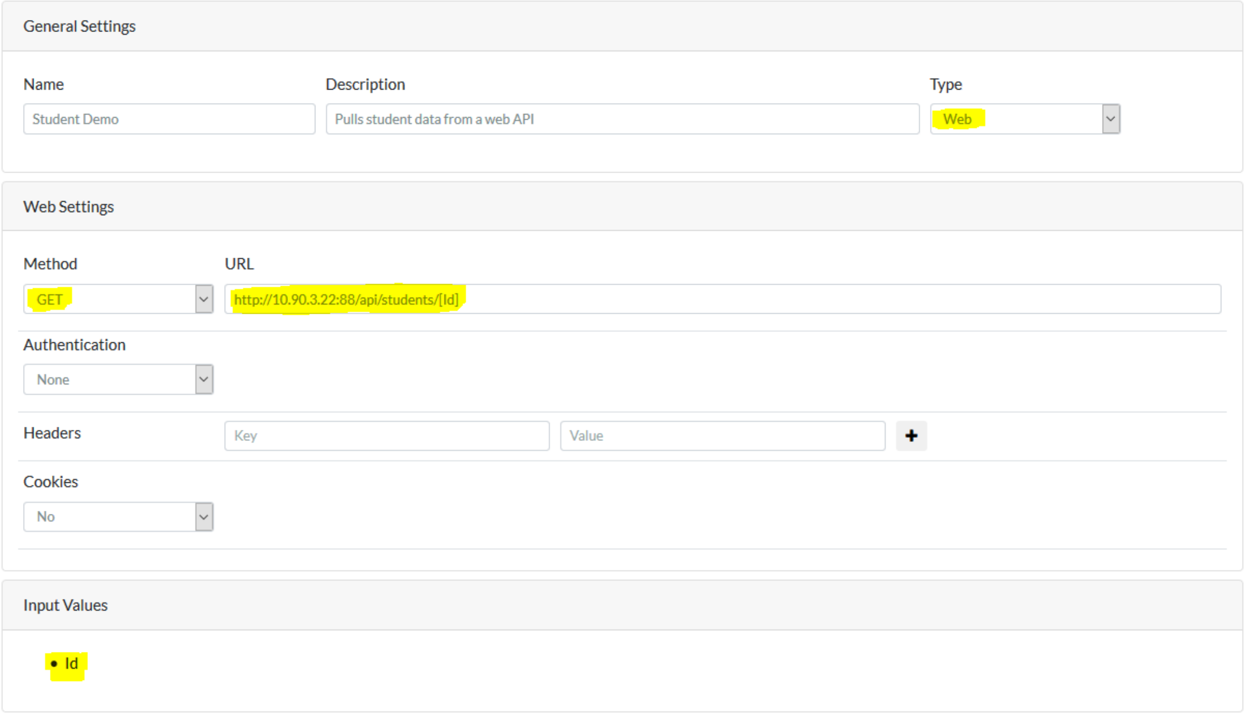
In this example we will add a data set called “Student Demo” with a description of “Pulls student data from a web API” and then click Save.



API Admin Portal – Add Datasets (continued)

- Once created, click on the new "Student Demo" tile to enter setting for the web API connection. In this example we will use the following information:

- Type: Web
- Method: GET
- URL: http://10.90.3.22:88/api/students/[Id]
- The Input Values are automatically populated from placeholders in the URL (anything enclosed by [])

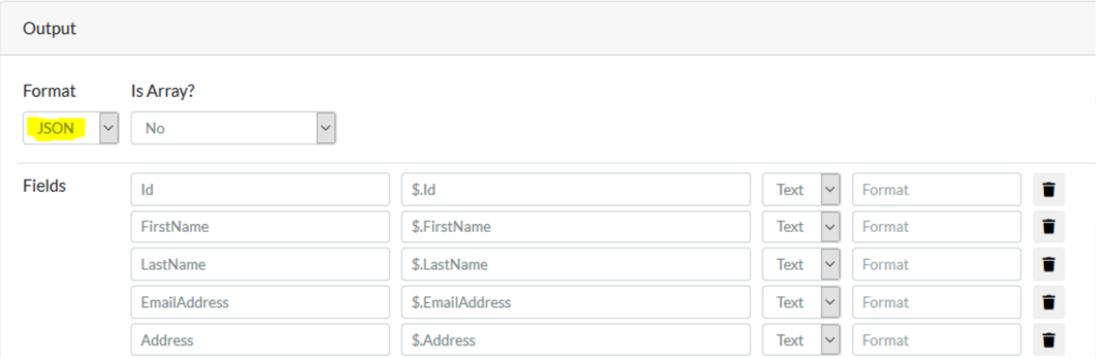


API Admin Portal – Add Datasets (continued)

- Define the format of the response.
  - If the Format is JSON, the Path fields will use a syntax known as JSONPath for selecting values from a structured JSON response.
  - If the Format is XML, the Path fields will use XPath for selecting values from the XML response.

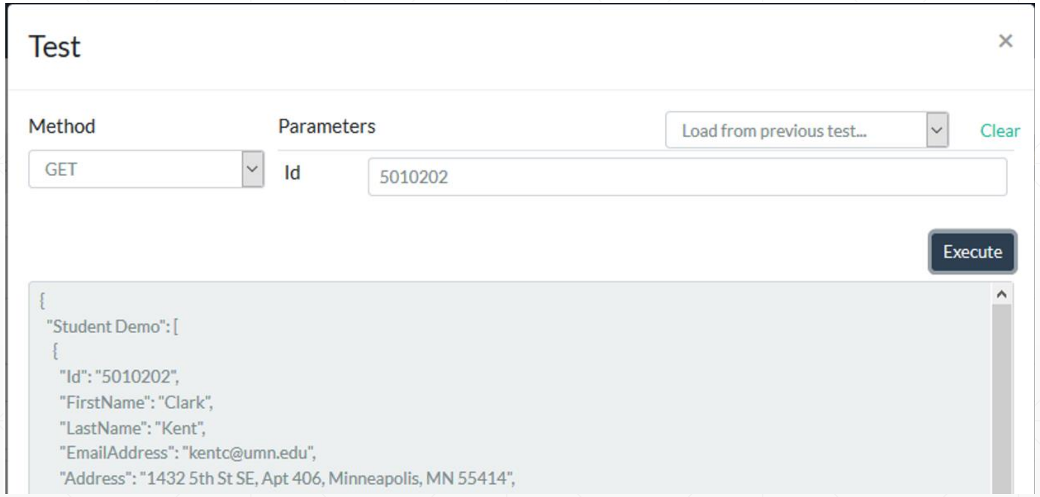
Define each of the fields that will be pulled from the response from the web API, then click Save at the top or bottom.

- Id / $.Id
- FirstName / $.FirstName
- LastName / $.LastName
- EmailAddress / $.EmailAddress
- Address / $.Address



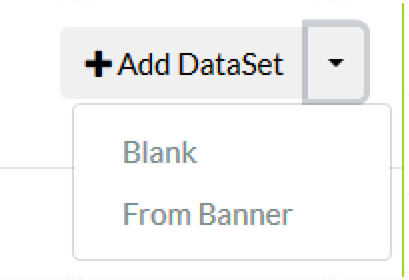
API Admin Portal – Add Datasets (continued)

- Click the Test button at the top to test the API call. Enter any input parameters and click Execute.
  - 5010001, 5010202 (any ids from the Custom Tools > API Demo Student Data will work)
  - After you execute a test, the input values will be stored in the "Load from previous tests" list so you can rerun the same test later if necessary.



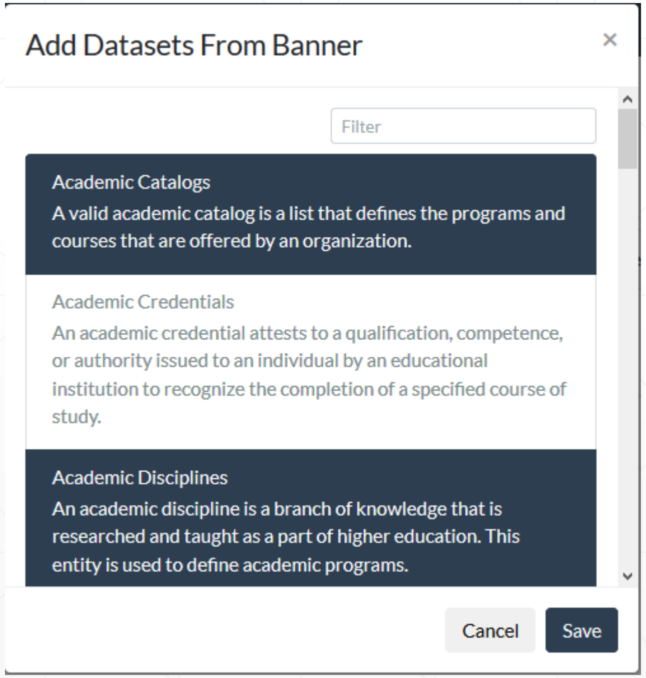
API Admin Portal – Predefined Datasets

- As mentioned, as we build out our individual school information system datasets, these will be pre-defined within the Dynamic Forms application.
- If a client is a Banner or Ethos client for example, your Add Dataset button will now include a drop down option.



API Admin Portal – Predefined Datasets

- If you select to add a dataset from Banner, you will be shown a list of Banner APIs. You can select one or more APIs and click Save to create datasets for them.
  - After creating these datasets, you will need to edit the URL and Authentication settings for each dataset.



API Admin Portal – How to get started

- As mentioned, Next Gen will deliver this functionality with no client users having the ability to utilize this new API interface.
- To request access to the new API Admin Portal, you must have your College/University’s Dynamic Forms Site Administrator approve your request.
- We have taken this conservative approach to ensure the security of the site for our clients.

New Forms

State and Federal Forms - Teaser

The new electronic signature widget opens Dynamic Forms to a number of new possibilities, including the ability to collect state and federal forms through the product. We have drafted two federal forms that we hope to release to clients soon – as you can expect there are several internal and external hoops to jump through.

- W-4
- I-9

We are finalizing both of these documents and will provide you with information on how to obtain them if you are interested.

W-4 Preview

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if **both** of the following apply.

• For 2017 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**

• For 2018 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2018 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.

Line F. Credit for other dependents. When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child tax credit, such as any dependent children age 17 and older. To learn more about this credit, see Pub. 505. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total income includes all of

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form **W-4**
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

-Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0074
2018

1 Your first name and middle initial		Last name	2 Your social security number
Home address (number and street or rural route)		3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."	
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ☐	

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) 5

6 Additional amount, if any, you want withheld from each paycheck 6

7 I claim exemption from withholding for 2018, and I certify that I meet **both** of the following conditions for exemption.
• Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
• This year I expect a refund of **all** federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, write "Exempt" here 7

Next

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself . . . . . A

B Enter "1" if you will file as married filing jointly . . . . . B

C Enter "1" if you will file as head of household C

D Enter "1" if: {• You're single, or married filing separately, and have only one job; or
• You're married filing jointly, have only one job, and your spouse doesn't work; or
• Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less. } D

E **Child tax credit.** See Pub. 972, Child Tax Credit, for more information.
• If your total income will be less than $69,801 ($101,401 if married filing jointly), enter "4" for each eligible child.
• If your total income will be from $69,801 to $175,550 ($101,401 to $339,000 if married filing jointly), enter "2" for each eligible child.
• If your total income will be from $175,551 to $200,000 ($339,001 to $400,000 if married filing jointly), enter "1" for each eligible child.
• If your total income will be higher than $200,000 ($400,000 if married filing jointly), enter "-0-" . . . . . E

F **Credit for other dependents.**
• If your total income will be less than $69,801 ($101,401 if married filing jointly), enter "1" for each eligible dependent.
• If your total income will be from $69,801 to $175,550 ($101,401 to $339,000 if married filing jointly), enter "1" for every two dependents (for example, "-0-" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).
• If your total income will be higher than $175,550 ($339,000 if married filing jointly), enter "-0-" . . . . . F

G **Other credits.** If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here . . . . . G

H Add lines A through G and enter the total here . . . . . H

• If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, or if you have a large amount of nonwage income and want to increase your withholding, see the **Deductions, Adjustments, and Additional Income Worksheet** below.

• If you **have more than one job at a time or are married filing jointly and you and your spouse both work**, and the combined earnings from all jobs exceed $52,000 ($24,000 if married filing jointly), see the **Two-Earners/Multiple Jobs Worksheet** on page 4 to avoid having too little tax withheld.

• If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 above.

Deductions, Adjustments, and Additional Income Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions, claim certain adjustments to income, or have a large amount of nonwage income.

1 Enter an estimate of your 2018 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (up to $10,000), and medical expenses in excess of 7.5% of your income. See Pub. 505 for details 1

2 Enter {$24,000 if you're married filing jointly or qualifying widow(er)
$18,000 if you're head of household
$12,000 if you're single or married filing separately} 2

3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" 3

4 Enter an estimate of your 2018 adjustments to income and any additional standard deduction for age or blindness (see Pub. 505 for information about these items) 4

5 **Add** lines 3 and 4 and enter the total 5

6 Enter an estimate of your 2018 nonwage income (such as dividends or interest) 6

7 **Subtract** line 6 from line 5. If zero, enter "-0-". If less than zero, enter the amount in parentheses 7

8 **Divide** the amount on line 7 by $4,150 and enter the result here. If a negative amount, enter in parentheses. Drop any fraction 8

9 Enter the number from the **Personal Allowances Worksheet**, line H above 9

10 **Add** lines 8 and 9 and enter the total here. If zero or less, enter "-0-". If you plan to use the **Two-Earners/Multiple Jobs Worksheet,** also enter this total on line 1, page 4. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 10

Previous Next

I-9 Preview

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

?START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*
Grace	Jim		

Address *(Street Number and Name)*	Apt. Number	City or Town	State	Zip Code
6821 Southpoint Drive North, Suite 220		Jacksonville	FL	32216

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
23452345345		jim.grace@ngwebsolutions.com	(904) 613-4759

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [x] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See instructions)
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number): Other
- [ ] 4. An alien authorized to work until expiration date, if applicable, mm/dd/yyyy):

Some aliens may write "N/A" in the expiration date field.

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

- [ ] 1. Alien Registration Number/USCIS Number: Select

OR

- [ ] 2. Form I-94 Admission Number:

OR

- [ ] 3. Foreign Passport Number:

Country of Issuance:

QR Code - Section 1
Do Not Write In This Space

...3738373130

Jim Grace
Signature

12/12/2018, 8:56 AM
Date

Preparer and/or Translator Certification (check one):

- [x] **I did not use a preparer or translator.**
- [ ] **A preparer(s) and/or translator(s) assisted the employee in completing Section 1.**

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date (mm/dd/yyyy)
Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	Zip Code

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Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Citizenship/Immigration Status
				-- Choose --

List A Identity and Employment Authorization	OR	**List B** Identity	AND	**List C** Employment Authorization
Document Title: -- Choose --		Document Title: -- Choose --		Document Title: -- Choose --
Issuing Authority: -- Choose --		Issuing Authority: -- Choose --		Issuing Authority: -- Choose --
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title: -- Choose --		Additional Information		QR Code - Section 1 Do Not Write In This Space
Issuing Authority: -- Choose --				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title: -- Choose --				
Issuing Authority: -- Choose --				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): * **(See instructions for exemptions)**

Signature of Preparer or Translator	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name

Employer's Business or Organization Address *(Street Number and Name)*	City or Town	State	Zip Code

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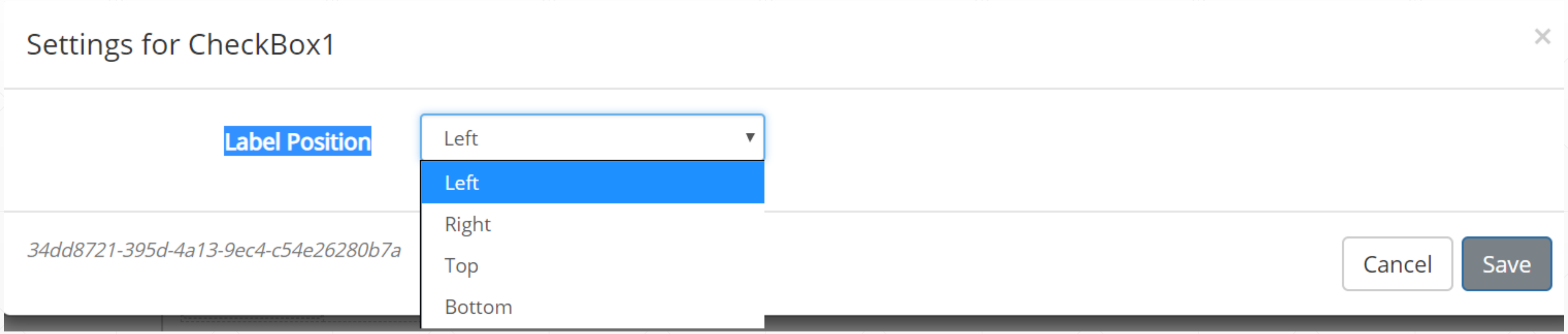
Other Changes

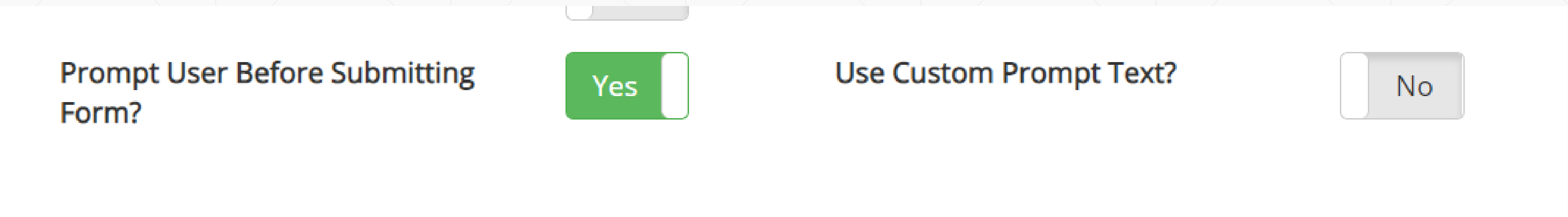
Ability to define Label Position

- This new feature is available for all page items. Default is still on left.
- Designer now have the ability to position the text label – mostly requested for check box – see the two examples below:



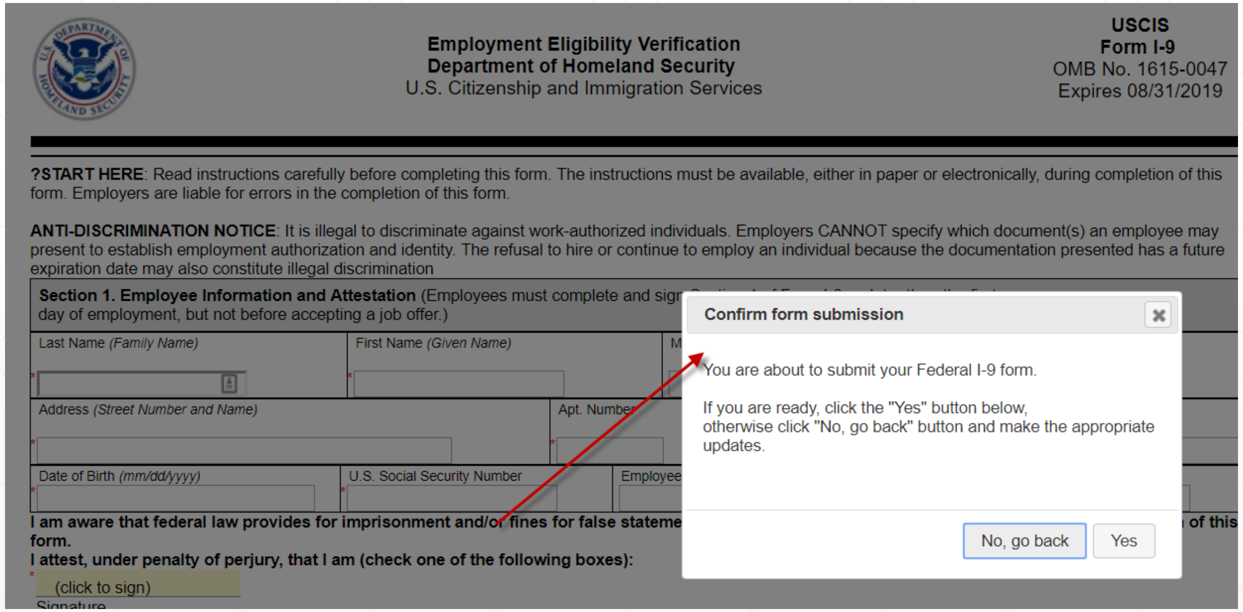
New Button and New Prompt Options

- As designers use the new widget, end users will now be able to submit the form without going to the Dynamic Forms electronic signature page. Therefore we have replaced the button on the form page – it will now show “Submit” instead of “Next”
- Dynamic Forms still does field level requirement checks on the form before so users cannot submit a form without that check.   However, we wanted to ensure that if the form designer wants to provide the user with a prompt before submitting the form, we have included that feature on the Name/Type tab on the Designer.
- We have set this to default to “Yes” on all forms including a signature widget and we have given the form designer two options:
  - Remove the prompt – so no prompt (you can see an example on the next page)
  - Customize the prompt displayed to the user (otherwise the default prompt text will be used)



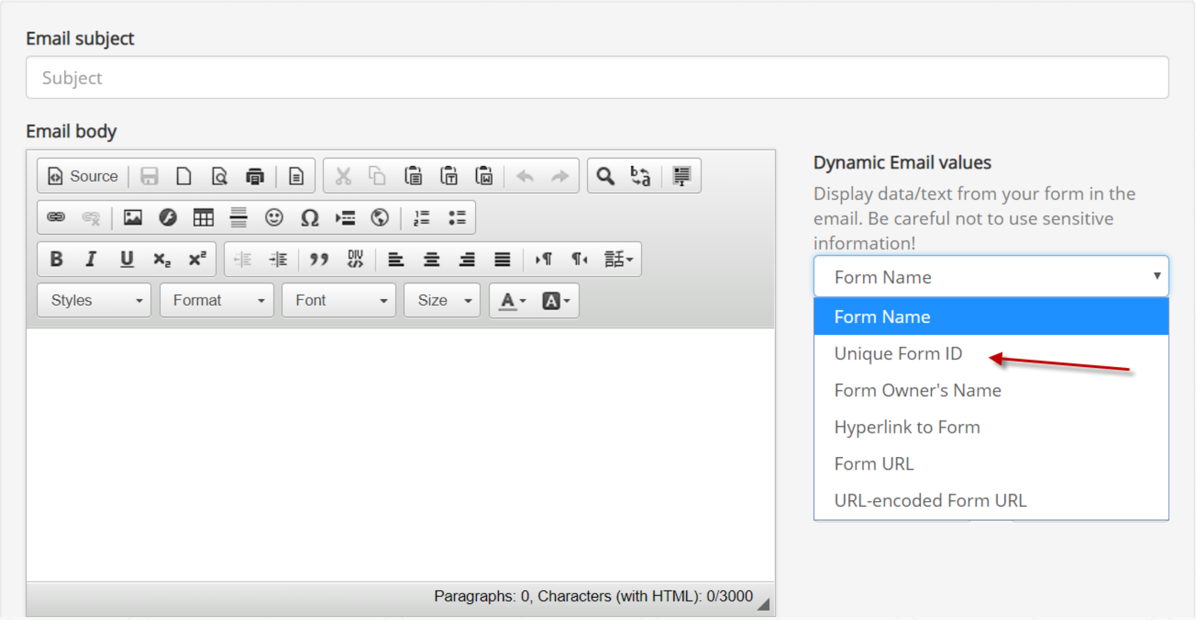
New Button and New Prompt Options

- After hitting the “Submit” button, form designers have the option to include this customizable confirmation prompt.
- Again, Dynamic Forms will still perform all required field checks before allowing the user to submit the form.



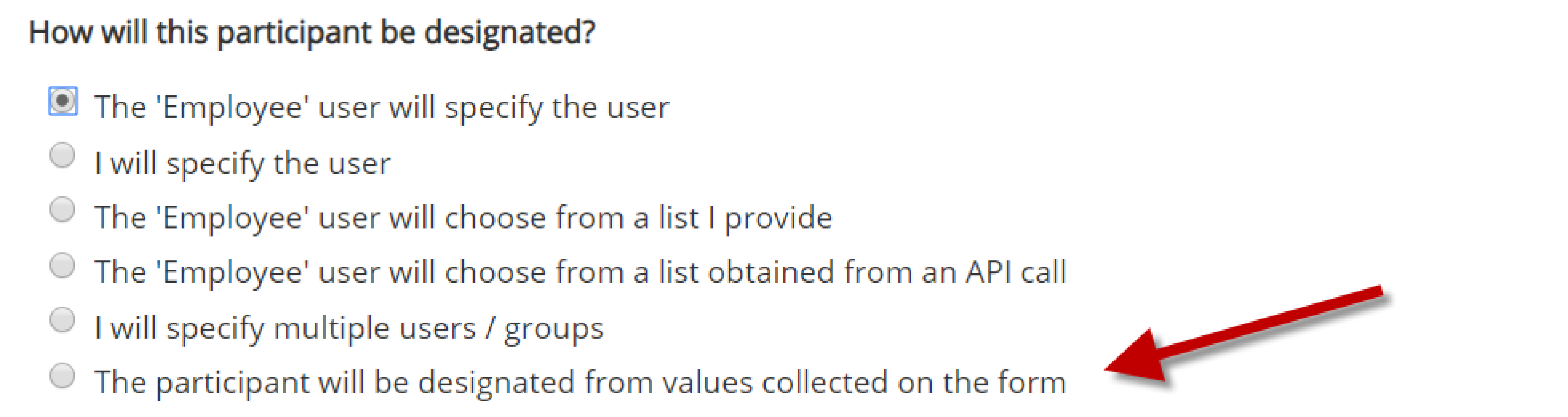
Unique Form GUID now available on e-mail

- Every Dynamic Form has its own unique id and it is in the form of a GUID string – something like this: 199308ad-ff0a-4b37-9033-05f492e4e760
- This enhancement allows the form designer to insert that unique GUID into an e-mail for for auditing purposes.



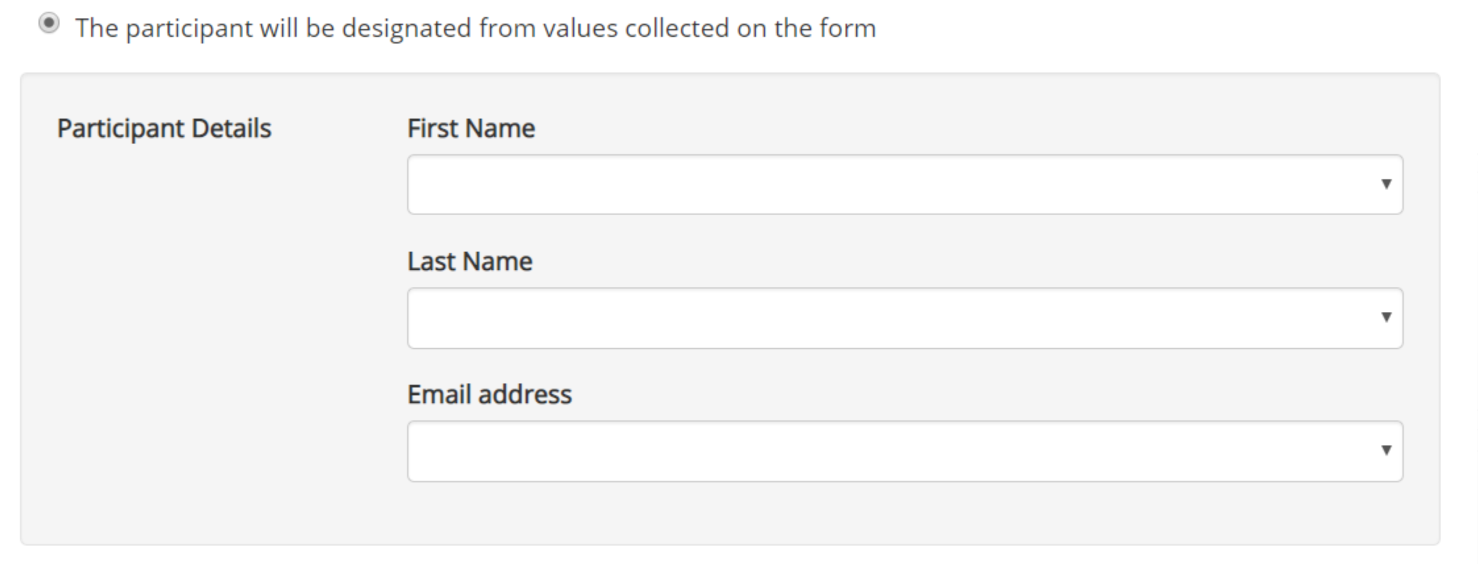
New Designate Participant Option

- Now Form Designers can define the next person in the workflow based on values in the form itself.
- In the Participants profile, there is a new option as shown below.



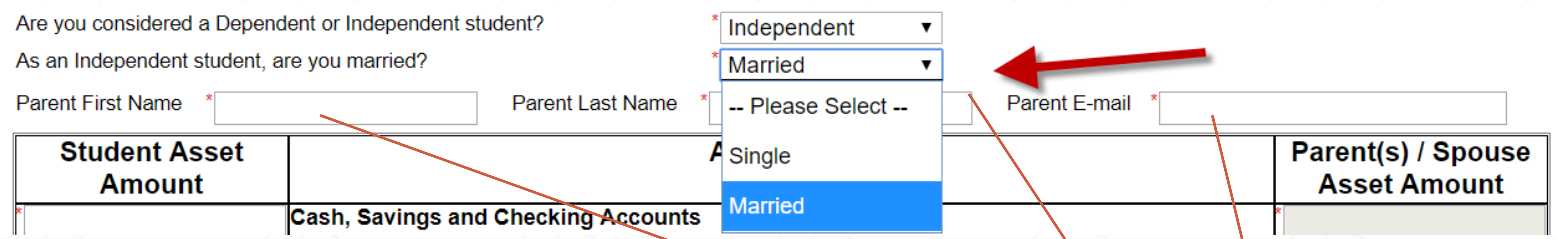
New Designate Participant Option (continued)

- Once this option is chosen, Dynamic Forms will prompt the Forms Designer to select the required fields for the workflow as shown below.
- The data from those fields will then populate and the participant will be alerted to the need to take part in the workflow.

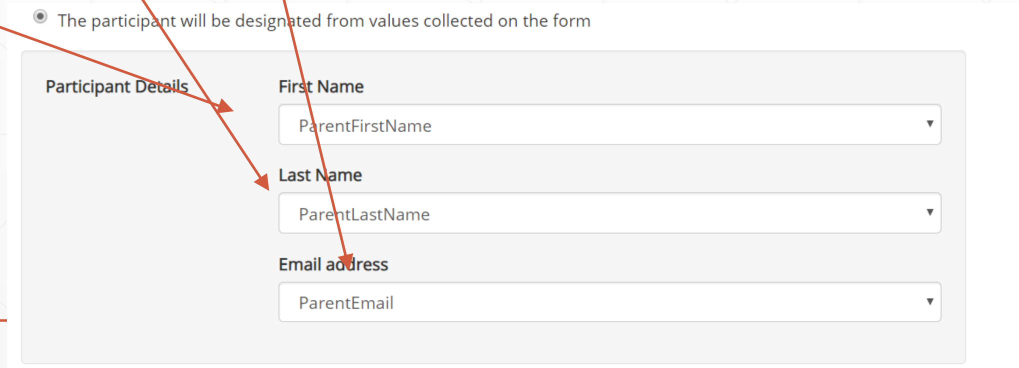


New Designate Participant Option (continued)

- For example, the form below will be a single signature form if the user selects “independent” but will route to the parent if “dependent” is chosen.
- The Form Designer would then plug in the field values of the parent’s first and last names and parent’s e-mail in the participant profile.



Participant Profile



What’s coming next?

Product Roadmap – 2018-2019 Work

- Math calculations (Next!)
- API designer
- Plug and Play APIs
- True student portal
- **Security by Org – New***
- **Texting – New***