

Pacific Crest Trail Association

Accessing and Signing Electronic Volunteer Paperwork

The PCTA's [Reengagement Plan](#) specifies that all sign in sheets, waivers, JHAs, etc. will be completed electronically before the volunteer project. This eliminates the need to share pens/paper/clipboards at the beginning of a project. Written and [video instructions](#) for completing the electronic paperwork are available.

STEP 1

If your crew leader provides a direct link (URL) to the electronic paperwork, skip to Step 3. If not, visit www.pcta.org. Put your cursor over the green **Volunteer** button and click on **2020 Trail Maintenance Protocols** in the pull down menu.



STEP 2

On the **2020 Trail Maintenance Protocols** page, scroll down to **Additional Reengagement Resources**. Find the electronic paperwork that's appropriate for your volunteer project and click **Online**.



STEP 3

Read and complete the required fields on each page of the electronic paperwork. Direct any questions, comments or concerns to your crew leader, local [Regional Representative](#) or [Volunteer Programs Coordinator](#).

STEP 4

On the final page click **Click to Add Your E-Signature**. Scroll to **Please sign here** at the bottom of the page. There may be multiple ways to provide your e-signature, depending on your device:

- Click and drag the cursor
- Use the touch screen

Or, check the box for **or type your name to sign** and type your name into the **Your Name** field. Your signature will appear on the line.

Please sign here

or type your name to sign Reset Signature

Your Name: *

Your Email Address: *

Incomplete Response

Please click the link in the verification email to complete your signature.

Submit Signed Response [Make a correction](#)

Enter your email address in the **Your Email Address** field. The **Incomplete Response** headline appears because you still need to verify your signature. Click **Submit Signed Response**.

STEP 5

Open your email inbox and find a message from **E-Signature Notification**, subject line **Verify: Signed Response**. Click the URL in the body of the email to verify and finalize your signature.

PCTA staff can view all incoming electronic paperwork and notify crew leaders of any missing forms before projects begin. If you have any questions or are unsure if your paperwork was completed, contact your local [Regional Representative](#) or [Volunteer Programs Coordinator](#).