

## Signing a Document with Bendigo TAFE:

Bendigo TAFE will send an email to the Employer, to review the form and collect a digital signature. This email will be sent from Bendigo Kangan Institute.

In the email, click on the hyperlink '[THIS LINK](#)' to access the Bendigo TAFE and Kangan Institute Signing Portal.

Access your BKI Signing Portal



Hi ENROL,

You have documents ready for you to e-sign.

Please click [THIS LINK](#) to proceed to the Signing Portal. Feel free to bookmark this link so that you can easily access it later.

You will need to verify yourself before you can review the documents assigned to you.

Please contact 13 TAFE (13 82 33) if you need any assistance.

Kind regards,

Recruitment & Enrolment Team

## Bendigo TAFE and Kangan Institute Signing Portal:

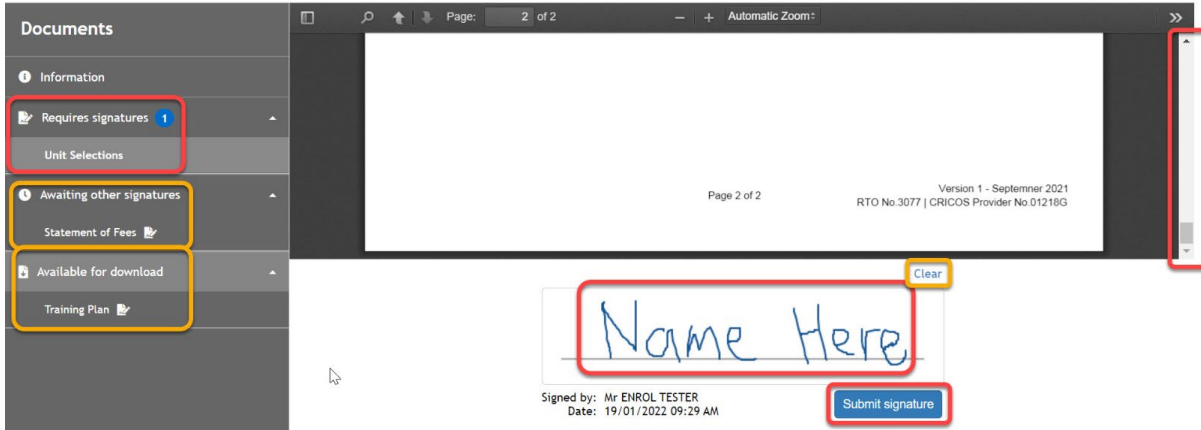
In the Bendigo TAFE and Kangan Institute Signing Portal, you will see the list of forms that you need to sign under the 'Requires signatures' heading in the left-hand navigation panel.

Click on a form and it will appear in the viewer in the middle of the screen. You will now be able to review the form.

You will need to scroll through the entire form before the signing pad will become active.

Use your mouse to write your signature. If you are unhappy with your signature and want to do it again, click 'Clear'.

Click the 'Submit signature' button when finished.



The screenshot shows the Signing Portal interface. On the left, a 'Documents' sidebar lists categories: 'Information', 'Requires signatures' (with a red box around it and a '1' indicator), 'Unit Selections', 'Awaiting other signatures' (with a yellow box around it), 'Statement of Fees', 'Available for download', and 'Training Plan'. The main area displays a document page with a signature field containing the handwritten text 'Name Here' (circled in red). Below the field, it says 'Signed by: Mr ENROL TESTER' and 'Date: 19/01/2022 09:29 AM'. A 'Submit signature' button (red box) and a 'Clear' button (yellow box) are also visible. The document header includes 'Page 2 of 2' and 'Version 1 - September 2021 RTO No.3077 | CRICOS Provider No.01218G'.

If other signatures are required, the form will appear under the 'Awaiting other signatures' heading in the left-hand navigation panel.

Once all signatures are collected, the form will appear under the 'Available for download' heading.

## Downloading Attachments:

If you want to download a signed form, first click on the form under the 'Available For download' heading in the left-hand navigation panel.

Click on the 'Download file' button.

A PDF version of the form will save onto your computer.

Documents

- Information
- Requires signatures 0
- No Documents
- Awaiting other signatures
- Available for download
  - Training Plan

50f0\_ce16\_02\_TES...pdf

Page: 6 of 6 Automatic Zoom:

Role: Student Signature: *Name Here*

Signed by: Dale Maccanti Date signed: 19/01/2022

Role: Other Signature: *Dale M*

Download file

Signed by: ENROL TESTER  
Date: 19/01/2022 09:19 AM

Show all