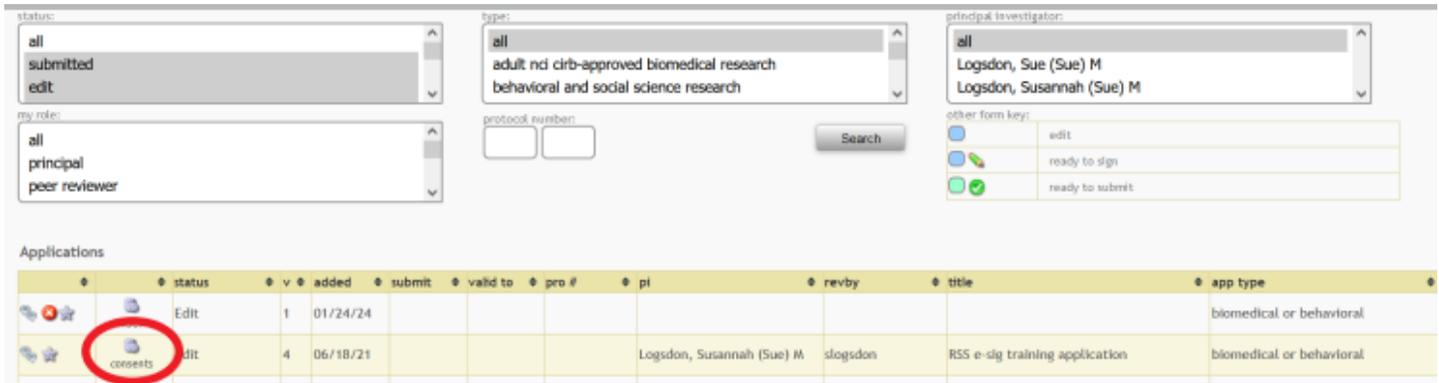


Updated: 11/4/2024

RSS Remote E-Signature

This document is designed to show the use of E-Signature remotely.

- 1) Locate the study in your application list in RSS and click on the icon for “consents”.



The screenshot shows a search interface with filters for status, type, principal investigator, my role, and protocol number. Below the filters is a table of applications. The second row of the table has a red circle around the 'consents' icon in the first column.

status	type	principal investigator	my role	protocol number
all submitted edit	all adult nci cirb-approved biomedical research behavioral and social science research	all Logsdon, Sue (Sue) M Logsdon, Susannah (Sue) M	all principal peer reviewer	<input type="text"/> <input type="text"/>

status	v	added	submit	valid to	pro #	pi	revby	title	app type
Edit	1	01/24/24							biomedical or behavioral
consents	4	06/18/21				Logsdon, Susannah (Sue) M	slogsdon	RSS e-sig training application	biomedical or behavioral

- 2) Click on the approved consent you would like to use.



Consent Forms

APPROVED CONSENT

- CONSENT FORM
Sep 1 2021 2:22PM - S NM/Pediatric
/UNMC/UNO/

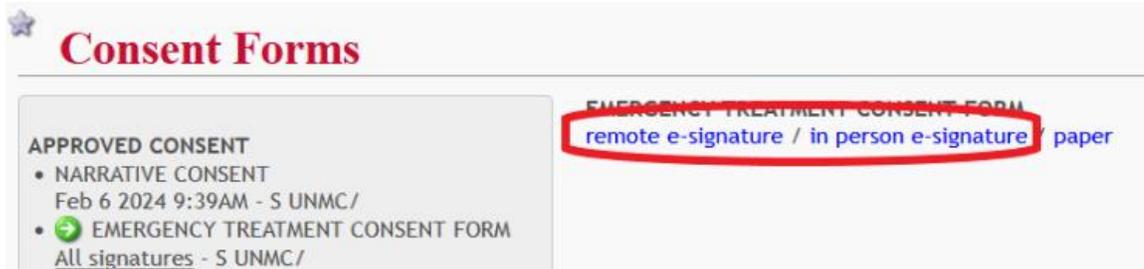
RSS Assist

e-consent requirements

Message Portal

Messages

- 3) Select “remote e-signature”.



The screenshot shows the 'Consent Forms' section with a list of approved consent forms. The link 'remote e-signature / in person e-signature' is circled in red.

APPROVED CONSENT	EMERGENCY TREATMENT CONSENT FORM
<ul style="list-style-type: none"> • NARRATIVE CONSENT Feb 6 2024 9:39AM - S UNMC/ • EMERGENCY TREATMENT CONSENT FORM All signatures - S UNMC/ 	remote e-signature / in person e-signature / paper

- 4) Fill in the appropriate fields.

For Remote e-signature:

SEND EFORM

Remote e-signature

This consent requires a digital signature

choose header for PDF

- UNMC
 Pediatric
 UNO

The options for header come directly from what you chose while creating the consent form.

Subject Name

List the name of the SUBJECT. Even if they are not signing it, this allows their name to appear.

Is subject signing?

Yes ▾

Select "No" if the subject won't be signing (i.e. children under 13, decisionally-impaired, etc.)

Email (use when the subject is the one signing)

Medical Record Number (MRN) - optional

Contact Serial Number (CSN) - optional

This will only appear for the NM header.

You may list MRN and it will print out on the top of the consent form.

Is a parent signing?

Yes ▾

Name

Email

[add second parent](#)

NOTE: will only appear if you selected "Signature of Parent" when creating the ICF. The *Name* and *Email* text boxes appear after you click "Yes" if the parent is signing.

You can [add a second parent](#) as necessary.

Is a LAR signing?

Yes ▾

Name

Email

NOTE: will only appear if you selected "Signature of LAR" when creating the ICF. The *Name* and *Email* text boxes appear after you click "Yes" if the LAR is signing.

Witness Name

Email

NOTE: will only appear if you selected "Signature of Witness" when creating the ICF.

5) Select the **name and email of the person obtaining consent.**

e-Signature for:
Signature of Person Obtaining Consent
choose one

DeHaai, Kristi - krdehaai@unmc.edu
 Logsdon, Sue - slogsdon@unmc.edu
 Odvody, Jessica - jessica.odvody@unmc.edu

6) Select “**send eform**” at the top.

CONSENT FORM
[remote e-signature](#) / [in person e-signature](#) / [paper](#)

SEND EFORM 

Remote e-signature
This consent requires a digital signature

7) RSS generates a **unique pin** for the study personnel and a link to open the consent form.

When the study personnel clicks on the link, a browser window opens where they **enter their unique pin** to access the consent form.

CONSENT FORM
Consent sent to: Megan Berger, mberger@unmc.edu with Verification Pin: 92111
Consent sent to: Logsdon, Sue, slogsdon@unmc.edu with Verification Pin: 50177
https://apsrdv10.unmc.edu/rss/rss_irb_consent_econfirm.php?tk=XPQPigK3iRqlB80tX85wg4CrswnRw

[remote e-signature](#) / [in person e-signature](#) / [paper](#)



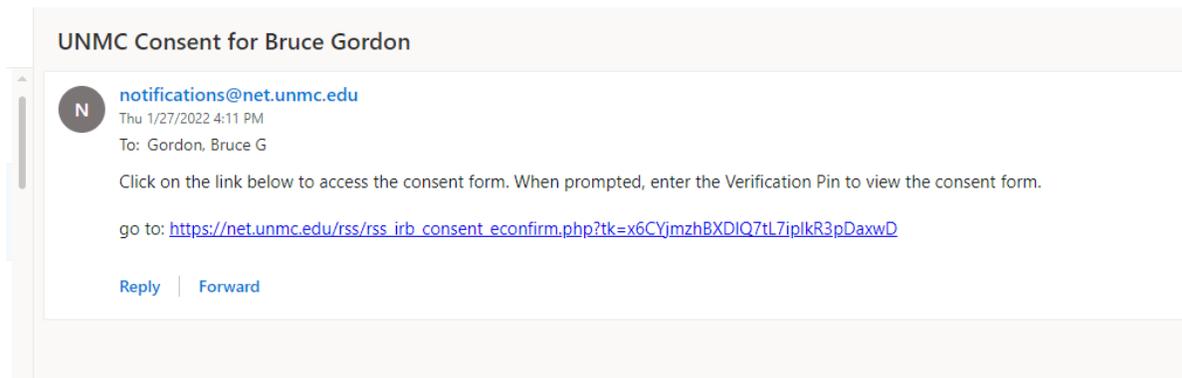
Verification

Enter the PIN provided in the email below

pin:
50177

Next

- 8) 2 separate emails are sent to the subject:
- one with the link to the consent form
 - one with their unique pin allowing them to open the consent form.



- 9) Once the proper informed consent process is completed and the subject indicates they want to participate, the person obtaining consent must unlock the consent form for signatures.

- Select a “proofing type” from the drop down. This will either be video or telephone.
- Select a “proofing method” from the drop down.
- Click the “unlock” button.

**Signature of Person Obtaining Consent Logsdon, Susannah
expired - subject must be reverified**

choose proofing type

Video Chat Step 1

choose proofing method(s)

Birth Certificate
Government-Issued Passport
Driver's License
Security Question - Birth Date Step 2

Unlock Step 3

10) The **subject** will click the “refresh” button.

- The subject will click the checkbox certifying the study has been discussed.
- The subject will sign their name in the box (with their mouse/cursor or finger if it’s a touch screen).
- The subject clicks the “sign” button.

Signature of Subject Bruce Gordon time expired - consent must be unlocked

[Refresh](#) **Step 1**

My signature certifies that all the elements of informed consent described on judgment, the subject possesses the legal capacity to give informed consent informed consent to participate

Signature of Person Obtaining Consent Logsdon, Susannah time expired

Signature of Subject

I have discussed this and I am ready to sign. **Step 2**

sign here

Step 3

[clear signature](#)

[Sign](#) **Step 4**

Bruce Gordon not signed

[Refresh](#)

11) The **person obtaining consent** will click the “refresh” button.

- They will sign their name in the box (with their mouse/cursor or finger if it’s a touch screen).
- They will click the “sign” button.

give informed consent to participate in this research and knowingly giving informed consent to participate

Signature of Person Obtaining Consent Logsdon, Susannah cannot be signed until participant signs

[Refresh](#) **Step 1**

sign here

Step 2

[clear signature](#)

[Sign](#) **Step 3**

Logsdon, Susannah not signed

12) RSS emails a PDF of the electronically signed consent form to the subject/parent/LAR as applicable.

