

Counter Signatures

This document will show you how to countersign another person's signature. This guide will be primarily aimed at trust/organisation staff as most of the counter signatures will be signed from this user group.

Who can countersign?

A counter signature is an additional signature that is added by another member of staff that is either of the same level of mentorship as the signees signature, their manager or a PEF of that organisation. A counter signature can be added against any mentor signature in both the PAR and the timesheet.

Counter signatures are usually used to provide a fully qualified signature against a mentor in training.



The counter signature option shows up as a green button next to the original signature. This option will only be available if you have the access to sign against the original signature.

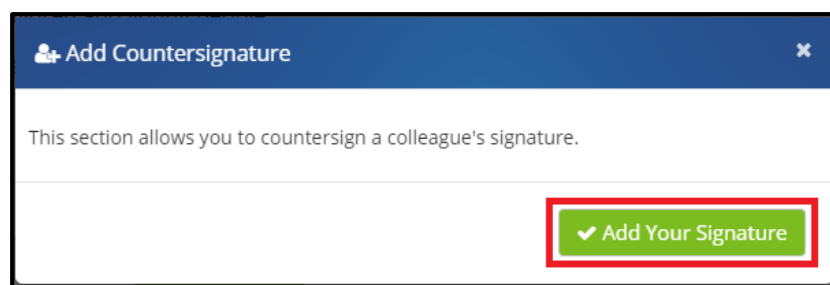


How do I add a counter signature?

If you are able to countersign a signature, the green sign button will be available when you are **logged in to your own account**. Click the button to continue (see red box below).



After you have clicked, please read the pop-up message and if you are happy to continue, click the next green button "Add Your Signature" (see red box below).



This has now added your signature next to the original. This is shown in the example below. Our name (John Smith) now appears underneath the original mentors name.



If you ever needed to know more details about the counter signature and when it was signed you can hover your mouse over the blue icon and it will give you the signature details in a tooltip



What else do I need to know?

1. You can only remove a counter signature by removing both signatures together
2. There can only be 1 counter signature
3. The system does not recognise when a counter signature is required, please make sure you know when this is needed

Information for students and trainee mentors

If you are ever unsure as to if or when a counter signature is needed for an online document, please contact either the students tutor or the PEF/manager if the placement area for further advise