

Applicant Instructions to Completing the OACP Forms

Please read this document thoroughly to ensure your required forms are submitted correctly. This will help avoid any delays in processing your file into the next step of the OACP Certificate process.

Please be advised you only have **99 days** to sign and submit the forms before the expire. The expiry date is shown in the Digital Signature Request email.

You will receive an additional email from Zoho Sign containing the following forms:

- Consent and Release of Liability Form
- Applicant Code of Conduct Form

Please follow the steps below to complete and submit your forms:

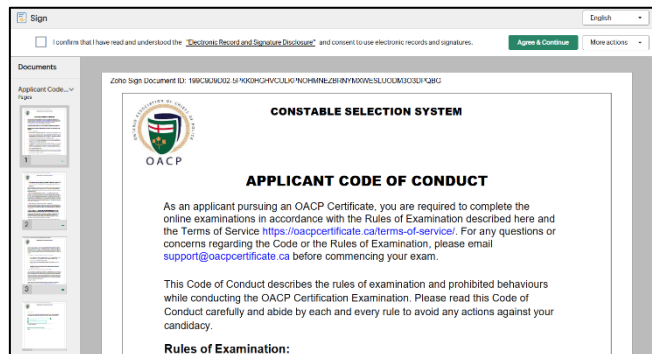
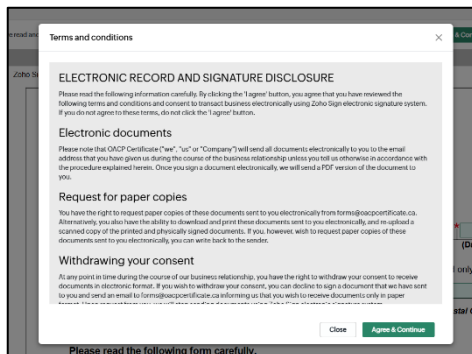
1. Open the Email

- Look for an email from Zoho Sign. This email will contain a link. (Please check your JUNK/SPAM folder in case it has been mistakenly redirected.)
- Open the email and click on the Start Signing button.



2. Accept the Terms

- A pop-up will appear with Zoho Sign's terms and conditions.
- Click Agree & Continue to proceed.

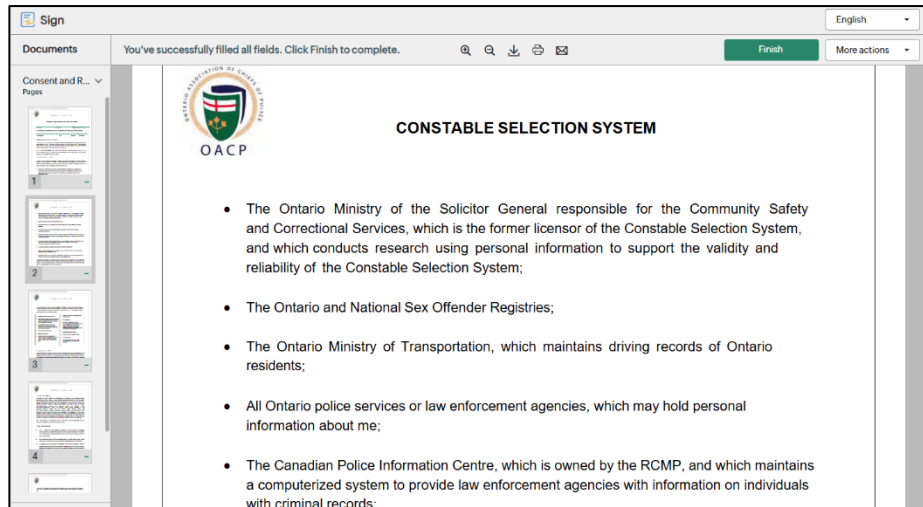


3. Complete the Forms

- Fill in all the required fields in the forms.
- Ensure the candidate's name is consistent throughout the document and free of typos.
- Review the information carefully before submitting.

4. Finish the Signing Process

- Once you've completed the forms, click Finish.



- Your signed documents will be automatically submitted.