

# HealthForceOntario

## Nursing Graduate Guarantee Management Module (NGGMM)

### E-Signing a Nursing Graduate Report (NG Report)

This is a guide to E-signing a NG Report on the NGGMM. E-Signing is an on-line approval process performed by designated organization representatives ('Signatories') that replaces the need for hardcopy signatures. E-Signing is done by entering a system-generated "Signature Code" made up of alpha-numeric characters. Signatures Codes are sent to Signatories by email.

NG Reports are first signed by the Senior Nursing Leader (SNL) Signatory followed by the RN and RPN Union Signatories, if applicable, and the Organization/Employer (OE) Signatory for final approval. These Signatories will need their HFOJobs Username and Password information. This information is sent to these Signatories by email when their contact information is entered in the 'Manage Contact Info' page.

Additional details on completing the E-Signing process are available on-line in the **Help Section** on the NGGMM.

Signatories will receive an email requesting a NG Report E-Signature (from "No-Reply@hfojobs.ca"). The email includes an alpha-numeric Signature Code.

#### **Log in:**

**Step 1:** Signatory goes to the HFOJobs home page ([www.healthforceontario.ca/hfojobs](http://www.healthforceontario.ca/hfojobs)).

**Step 2:** In the upper right corner of the screen, enter Username and Password and click '**Login**'.

*If you have forgotten your username or password, click 'Forgot Your Password' and enter your email address. An email with log in information will be sent to you.*

#### **E-Signing a NG Report:**

**Step 1:** Click '**View NG Reports**'.

**Step 2:** Click  (E-Sign Report). Open '**View NG Report**' link, review and close window.

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**Step 3:** Click the terms and conditions check box, if agreed.

**Step 4:** *For SNL Signatory only*, Select '**This Nursing Graduate Report does not need approval by a RN/RPN Union Signatory**', if applicable.

**Step 5:** Enter Signature Code in the '**Signatory Code**' field. It may be easiest to copy and paste the Signature Code from the email.

**Step 6:** Click '**Submit Code**'. There will be an acknowledgement that your code was successfully submitted.

*Following E-Signing, an email with Signature Code will be sent to the next Signatory for signature. After the OE Signatory has E-Signed, the report will be submitted to the MOHLTC.*

### ***Regenerating a Signature Code:***

If a Signatory is unable to locate the email with the Signature Code, the OE Admin can regenerate a Signatory Code from the 'Manage Contact Info' screen. To do so, select '**Cancel Signature Code**' beside the applicable Signatory name. An email with a new Signature Code will be sent to the Signatory.

If you require assistance, please contact the HFOJobs Support Office at:

Email: [HFOJobs@hfojobs.ca](mailto:HFOJobs@hfojobs.ca)

Toll Free: 1-800-463-1270 (press 6)

Local: 416-862-2200 (press 6)