

User Manual: Submitting the Intention Form for Exercise BCPG W1 (Online)

- 1) On the first page, please provide us your email address in case we need to contact you, and then press the **GET STARTED** button



Additional Authentication Required

The sender has requested your authentication for this document.

1. Please provide us with your email address to ensure secure authentication.

Accessibility mode

GET STARTED

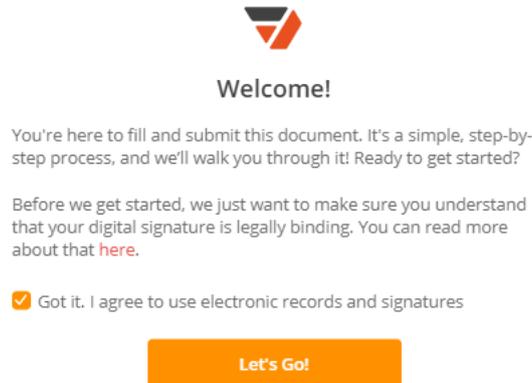
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- 2) Please wait while the data entry form is loading

Loading, please wait...

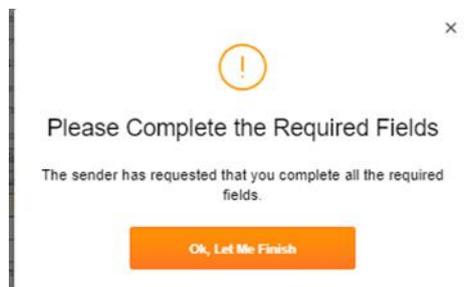
 Productivity tip
Collect info and data with online fillable forms.
Choose a document and click LinkToFill.

- The Welcome page is displayed. Please check the **Got it** checkbox to agree to use electronic records and signatures and then press the **Let's Go!** button

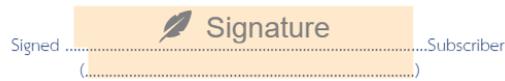


- The data entry form is displayed. Please enter the requested data in the orange boxes. Note that the orange boxes with a red triangle in the upper left-hand corner are required.

If all the required boxes are not filled in when submitting the form, you will get the warning below. Press **Ok, Let Me Finish** to go back and continue the data entry.



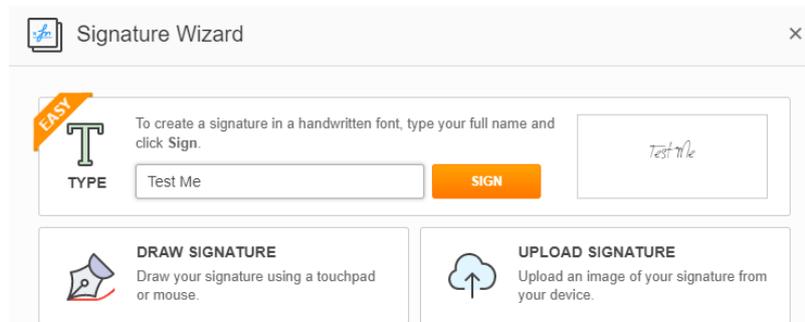
5) Once all the data has been entered, click on the **Signature** box to add your signature



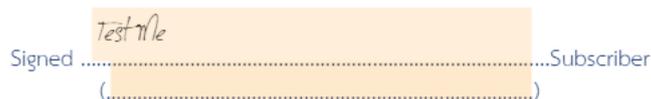
A Signature Wizard pop-up will appear. Click on the **Add New Signature** button



- 6) There are many ways that you can sign in the form. The recommended ones are explained further below.
- a. **TYPE**: Enter the text to use as your signature and the system will generate a signature for you. Once done, click on **SIGN**
 - b. **DRAW SIGNATURE**: Draw your signature using the computer mouse or on screen
 - c. **UPLOAD SIGNATURE**: Upload an image of your signature that you have prepared



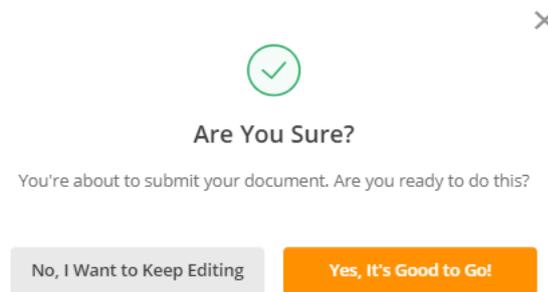
Your signature will be placed automatically in the form



- 7) Once completed, press the **Done** button at the bottom or at the top-right of the form



The system will ask for your confirmation. Press the **Yes, It's Good to GO!** button to confirm submission. Press the **No, I Want to Keep Editing** button to go back and edit the form



- 8) After pressing the **Yes, It's Good to GO!** button, you will be able to upload attachments that are required as part of the submission. Press the **Attach** button next to each type of document to upload that document. Once all the required documents have been uploaded, press the **Finish** button



Almost done

The author of this document has requested that the following files be uploaded before submission.

holding warrant certificate or holding warrant certificate substitute	Attach
payslip	Attach
person of alien nationality (certified copied of id card/passport no.)	Attach
juristic person of alien nationality (company registration no.)	Attach
other documents (if any)	Attach



- 9) The system will display the page below to confirm that the form submission has been successful. You can get a copy of the submission in one of the following ways

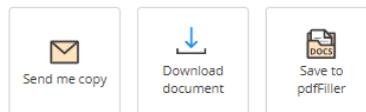
pdfFiller



All done, thank you

Save a copy to pdfFiller and unlock premium features such as editing, signing, and sharing this document at any time.

(W1 W2) BCPG_Intention Form TH v2 Final.pdf



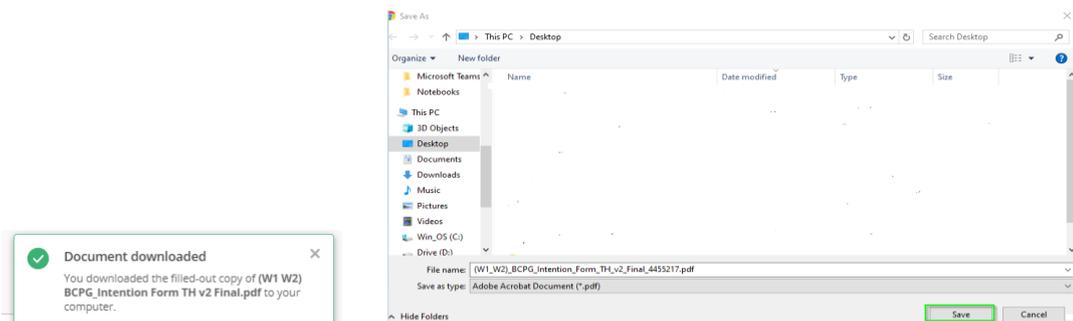
[Continue](#)

- 9.1) Press the  picture

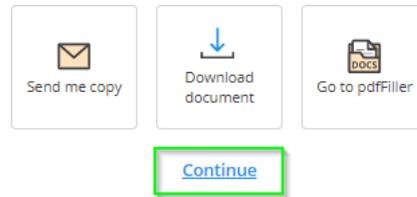
For the system to send you a copy via E-Mail. Enter your email address and press the **Send** button

- 9.2) Press  the picture

To download a copy to your device. Once downloaded, the system will show the message below, as well as a Save as dialog to choose where to save the file



10) Press **Continue** to go back to BCPG's website



Remark: Once submitted, you will not be able to go back to change your data. You will need to re-submit your data from the start again or submit the form in-person