Signature Verification for CAL Uploads

NetFile Signer ID

For every signature attached to a CAL document, there is a CVR3 record (see "Cover Page (Verification Information) Record Layout" on page 2). NetFile's CAL Upload Application uses the third field in a CVR3 record—the Transaction ID—to store the Signer ID. The Signer ID, issued to valid signers by NetFile, is a sequential-generated value, such as "S708980", "S708981", etc.

Adding a Signer ID to a CAL File

The example below shows a a CVR3 record from a CAL file for a Form 460 where "Abigail Ant" is the treasurer. As you can see, the Transaction ID field (shown in bold text) already contains a value:

`CVR3,F460,`**`CVR310001`**`,TRE,20120105,,Ant,Abagail,,`

To add the Signer ID, edit the CAL file in a text-editor such as NotePad. You then replace the existing Transaction ID value of "CVR310001" with the NetFile-issued Signer ID for Abigail Ant—"S708980":

`CVR3,F460,`**`S708980`**`,TRE,20120105,,Ant,Abagail,,`

Adding Multiple Signer IDs to a CAL File

When a CAL file contains multiple signatures, you edit each CVR3 record to change the existing Transaction ID to the Signer ID for the signer. The following example shows two CVR3 records as they appear in a CAL file:

`CVR3,F460,`**`CVR310001`**`,TRE,20120105,,Ant,Abagail,,CVR3,F460,`**`CVR310002`**`,CAO,20120105,,Ant,Adam,,`

Adding the Signer ID for the treasurer "Abigail Ant" and the Signer ID for the candidate/office-holder "Adam Ant" results in the following:

`CVR3,F460,`**`S708980`**`,TRE,20120105,,Ant,Abagail,,CVR3,F460,`**`S708981`**`,CAO,20120105,,Ant,Adam,,`

Adding a Signer ID to Multiple CVR3 Records in a CAL File

When the same individual must sign the document twice, for instance as both the treasurer and the candidate/office-holder, you must add a unique qualifier to the Signer ID in the form of a period at the end of the second Signer ID followed by a string of text. In the following example, "Adam Ant" is both the treasurer and the candidate/office-holder and therefore must sign the Form 460 twice. The first CVR3 record lists the treasurer signature with the Transaction ID as his Signer ID - "S70881":

`CVR3,F460,`**`S708981`**`,CAO,20120105,,Ant,Adam,,`

The second CVR3 record is for the signature of the candidate/office-holder. Since the Transaction ID field must be unique for each CVR3 record, using the same Signer ID would cause the filing to fail. In this case, you add the unique qualifier to circumvent this issue:

`CVR3,F460,`**`S708981.1`**`,CAO,20120105,,Ant,Adam,,`

The NetFile CAL Upload Application views all characters to the left of the period as the Signer ID and ignores the period and all characters to the right of the period.

Table 1: Cover Page (Verification Information) Record Layout

#	R{x} C{x}	Field Name	Max Len	Description
01	Rx	Rec_Type	4	Record Type Value: CVR3
02	Rx	Form_Type	4	Form_Type (must equal Form_Type in CVR record) Values: F401; F425; F450; F460; F461; F465; F470.
03	Rx	Tran_ID	20	Transaction ID - permanent value unique to this item
04	Rx	Entity_Cd	3	Values: TRE - Treasurer ATR - Assistant Treasurer CAO - Candidate/Office-holder OFF - Officer (Responsible) PRO - Proponent (F460 - Bal Measure Cmtte) SPO - Sponsor (F460 - Gen Purpose Cmtte)
05	R	Sig_Date	8	Date when signed
06	O	Sig_Loc	45	City and State where signed
07	R	Sig_NamL	200	Signer's "as signed" Last name
08	R	Sig_NamF	45	Signer's "as signed" First name
09	O	Sig_NamT	10	Signer's "as signed" Prefix or Title
10	O	Sig_NamS	10	Signer's "as signed" Suffix