

## INSTRUCTIONS FOR USING THE DOCUSHARE CERTIFICATION FORM

### **EMPLOYER**

1. Open the Maryland Tax Credit for Approved Work-Based Learning Certification Form. This form can be found on the MSDE webpage or DocuShare.
2. Fill in the information in the STUDENT, EDUCATION, EMPLOYER INFORMATION, and EMPLOYER DOCUMENTATION fields.
3. In the employer declaration field, enter the date FIRST. Review all information to make sure it is correct.
4. After the above steps are completed, sign the certification form (see below for steps to sign the form). No changes can be made once the certification form has been signed.

### **Steps to sign the Certification Form**

- A. Click on the red “sign here” tab.
  - B. A pop-up box prompting you to add a digital signature will appear.
  - C. If you already have an electronic signature created in your computer, select “My Existing Digital ID...” then click “next.”
  - D. If you need to create a new digital ID, click “a new digital ID...” and click “next.”
  - E. Two choices will be provided as to which form of digital signature you would like to use. You can choose a password protected digital signature (PKCS #12 Digital ID File) or one that can be used on all windows applications (Window Certificate store).
  - F. Complete the digital signature form. When the line “use digital signature for” appears, select digital signatures. Click “next.”
  - G. Your Digital Signature has been created.
5. Once you have created your digital signature, click “sign.” The PDF will prompt you to save your certification form. Save the PDF as a name you will remember. After the Certification Form has been saved, upload it to DocuShare.

### **DocuShare Instructions**

- Go to the MSDE DocuShare Home Page.  
\*If you go to the Google or Yahoo! Search engine, type in the phrase “MSDE DocuShare.” It should be the first link to appear in the results list.
- From the DocuShare Home Page, enter the user name and password stated below:  
**USER NAME:** WBLTaxCredit  
**PASSWORD:** T@xCr3d!t
- Once logged in, a list of folders (collections) will appear. Scroll down to the *Work Based Learning Tax Credit* folder. Click on the folder.
- There are two folders in this collection. One contains all of the publications on the Work-Based Learning Tax Credit and another is for submitting the certification form.
- To **DOWNLOAD** a document, simply click on the link, print or save.
- To **UPLOAD** a document, click on the submission folder. Once there, you will see “Edit Selected...” and “Add...” list boxes.
- Click on the “Add...” list box. Select “Document.” Use the browser to find your saved version of the certification form with your signed signature on it, whether it is digital or

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hand-signed. In the “Title” field enter your Company Name, the date and your initials. Click “Apply.”

- Once the certification form has been uploaded, please be sure to add the work-based learning agreement. In the “Title” field enter your company name, the date and your initials.
6. Alert your Local Workforce Investment Board Chair that your certification form is ready for his/her or a designee’s signature.

### **Local Workforce Investment Board Chair**

1. Upon notification from the employer applying for the work-based learning tax credit, use the DocuShare log-in information to add your signature to the certification form. Follow the steps above for signing the certification form and uploading to DocuShare.