

∞drive sign

# Quick Sheet

Qualified remote signature  
with dongle



# Quick Sheet

## Qualified remote signature with dongle

### 1 Go to the contract requiring signature

- 1 In your inbox, go to the email entitled **Your document for signature**.
- 2 Click **Read and sign the document** or **Fill and sign your document**.

LIRE ET SIGNER LE DOCUMENT

- 3 Your web browser opens and you are redirected to the digital signature platform, where you can view and sign the document(s) you have received.

### 2 Complete the contract before signature

If the sender asks you for additional information or documents, you must supply them before you can sign the contract(s).

To do so, enter the requested information and insert the required annexes, then click **Save** to move on to the next step.

DATA FOR CONTRACT 2022 - EMPLOYMENT CONTRACT.PDF:

Social security number: 0 23 25 49 485 214 62 | Date of hire: 2/1/2021

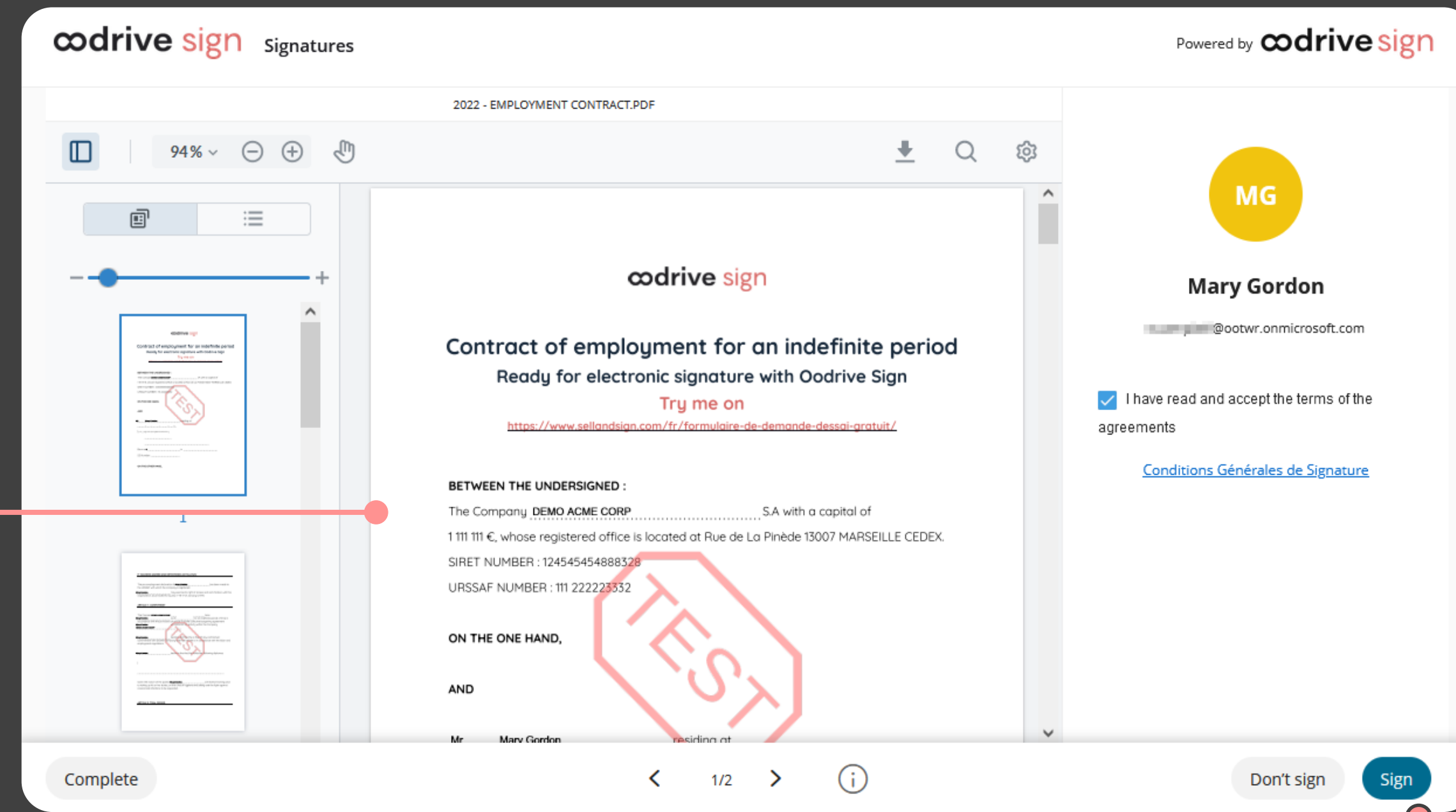
Duties:

ANNEXES TO CONTRACT 2022 - EMPLOYMENT CONTRACT.PDF:

BANK DETAILS\* | ADDITIONAL PHOTO ID

Drag / Drop your documents here (Max size 100 MB - max 1 document)

Bank-Details- Mary Gordon.png (28Ko) | Mary\_Gordon.png (236Ko)



### 3 View the contract

- 1 View the content of the document(s) awaiting signature, and the annexes.
- 2 Use your mouse wheel to scroll through the pages, or click on a page thumbnail to go directly to the page of your choice.

**Please note:** If several documents are available, make sure you view all of them. When you sign a bundle, you sign all of the documents it contains (apart from the annexes).

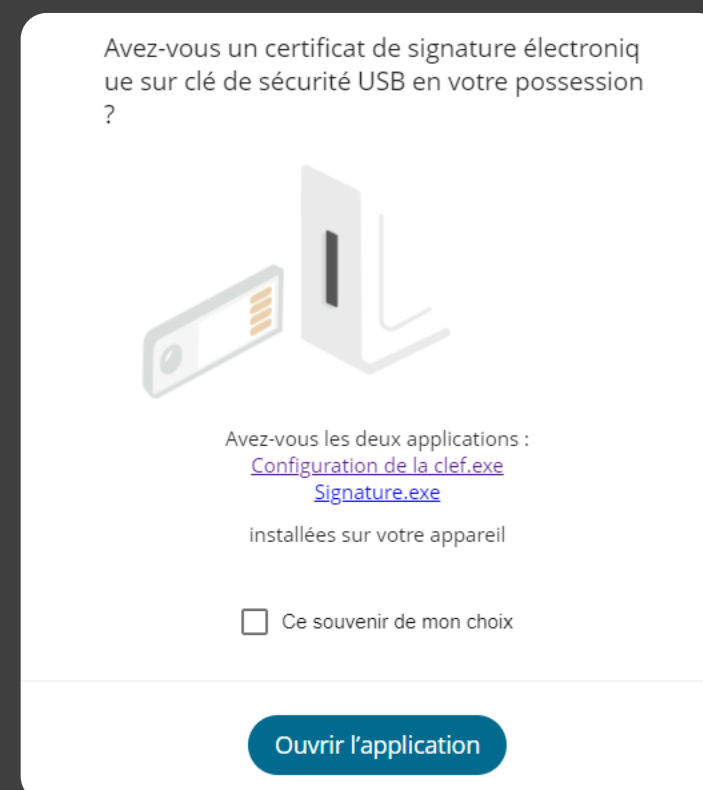
### 4 Initiate the signature

- 1 After you have viewed the documents, tick **I have read and accept the terms of the agreement**.
- 2 Click **Sign**.

You will now need to check that you have all the necessary software to continue to the signature step with your key-based certificate.

### 5 Prepare your computer

- 1 In the window that appears, check you have the applications you need to use your key-based certificate.
  - If you have not yet configured your key, click **Configuration.exe** and follow the procedure described on the Certurope website.
  - If you have not yet installed the desktop application for signature via USB security key, click **Signature.exe** and install it.



- 2 Insert your key into your computer.
- 3 Click **Open App** and, if required, grant permission to open the signature application.

The signature application opens and displays the document(s) for signing.

### 6 Sign using your key-based certificate

- 1 On the page displaying the document(s) for signature, click **Next**.
- 2 Select your certificate, then click **Sign**.
- 3 Enter the confidential code for access to your certificate, then click **OK**.
- 4 Once the signature operation has finished, click **Finish** to close the desktop application.

- 5 Go back to your browser.

A confirmation message notifies you that your signature has been recorded.

Once the contract(s) have been signed and approved by all parties, you will receive an email enabling you to download their final versions and their associated annexes.

