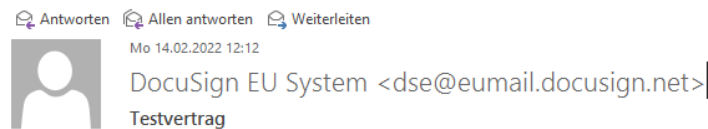


## Quick Guide for Signatories on how to use DocuSign

### Sign documents with a simple signature

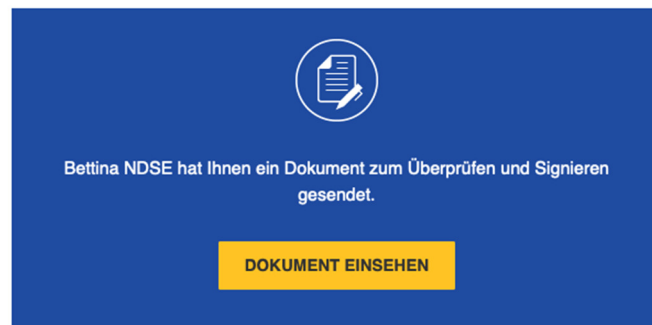
The signing process starts when you receive documents for signing by e-mail via DocuSign. The documents are in a DocuSign envelope.

1. Open the email.  
The email is sent via DocuSign and on behalf of the sender.  
i.e. Max Mustermann via DocuSign



The e-mail contains a notification from the sender and a link to open the documents.

#### DocuSign

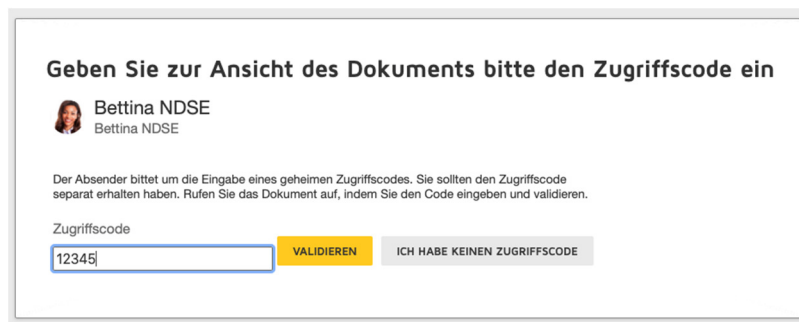


Guten Tag, Bettina NDSE!

2. Click on **View the document**.

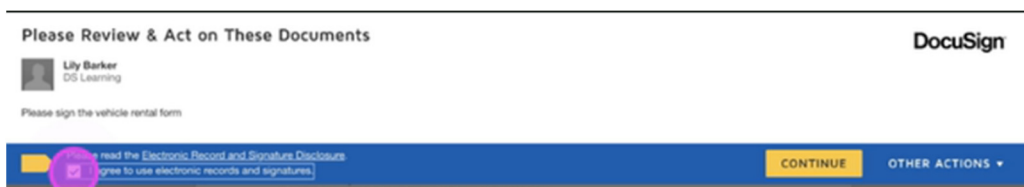
#### Optional:

You can be asked for an access code for your identity before signing. This is determined by the respective sender of the document.

A screenshot of a web form for validating an access code. The title is 'Geben Sie zur Ansicht des Dokuments bitte den Zugriffscode ein'. Below the title is a profile picture of Bettina NDSE and her name. The text below says: 'Der Absender bittet um die Eingabe eines geheimen Zugriffscode. Sie sollten den Zugriffscode separat erhalten haben. Rufen Sie das Dokument auf, indem Sie den Code eingeben und validieren.' There is a text input field labeled 'Zugriffscode' containing the value '12345'. To the right of the input field are two buttons: 'VALIDIEREN' (yellow) and 'ICH HABE KEINEN ZUGRIFFSCODE' (grey).

You should have received the access code by telephone or by short message (in exceptional cases by separate e-mail) from the sender of the document.

3. Select the check box for the **legal agreement regarding electronic signatures** and choose **Next** to start signing.



4. When you sign a DocuSign document for the first time, you will be prompted to apply a signature. You have the following options: "Select existing signature style" or "Write signature". In addition, add your corresponding authorisation (e.g. i.V. or ppa.) before your name.

Choose **apply and sign** to confirm your signature.


5. Please fill in all required fields by clicking on the icons.

Please note the following:

- If you enter invalid information in an optional field, you will not be able to complete the signing process. For example, if you enter one digit too few for a postcode, you will be taken to the field with the invalid postcode.
- Once you have completed the signing process, you will not be able to make any changes. Therefore, check your details carefully.

6. Complete the signing process by selecting **Finish**.



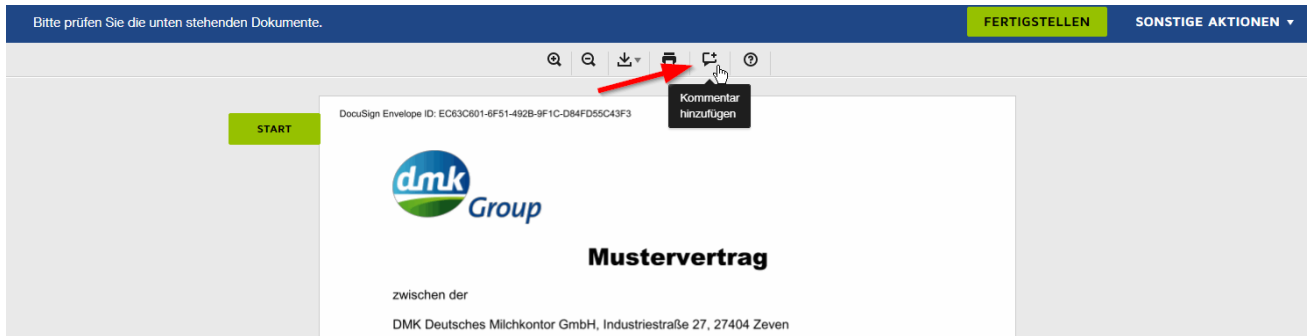
7. You can **optionally** set up a free DocuSign account to manage your signed documents centrally and easily.
8. You also have the option to download or print out the document by selecting the appropriate icon  

9. After all participants have signed the document, you will receive a copy of the document by e-mail. If you already have a DocuSign account, a copy will be saved in your account.

**Please note:**

**If there are any questions or the sender has not included other necessary recipients, please contact the sender immediately by e-mail or alternatively add a comment. Do not refuse the envelope!**



Click on the comment field and insert a corresponding comment in the appropriate place. Then select the parties for whom the comment should be visible; they will be informed by e-mail. Do not complete the envelope, but select under "Other actions" that the envelope will be completed later.



### **Sign documents with a qualified signature**

Follow points 1 to 6 of the quick start guide for easy signing. After that, you will be guided to verify your identity with IDnow.

#### **Situation 1 - You are signing for the first time:**

If you are signing for the first time via IDnow, you will need to identify yourself via a video call. Follow the on-screen instructions and you will be connected to an IDnow employee. This employee will then guide you through the process.

Before the process is fully completed, you will have the opportunity to create an account. If you create an account, then you do not need to identify yourself again next time, but you can log in with your login data for signing right away. The email address for the account must match the email address to which documents will be sent to you for signing.

In order for you to complete the process for the qualified electronic signature, you must accept the legal agreement. Then enter the one-time code that you received via SMS. Then click on "Sign Document".

See also: <https://www.youtube.com/watch?v=rpGpHC5ehns&t=13s>

#### **Situation 2 - You have already registered for signing:**

If you have previously identified yourself through IDnow and the video call and created an account as part of the process, you will be prompted to enter your login details (email address and password). After that, accept the legal agreement. Then enter the one-time code that you received via SMS. Then click on "Sign Document".

Help with general problems can also be found at  
<https://support.docusign.com/de/articles/Common-signing-issues>