ACCOUNTANCY · TAX · ADVISORY



December 2020

Digital Signing

User Manual

Now, for tomorrow

bakertilly

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Digital Signing

Baker Tilly (Netherlands) B.V. has been using the option of digitally signing documents since December 2020. This manual will provide you with step by step instructions as to how you can digitally sign a document submitted to you for signature by Baker Tilly.

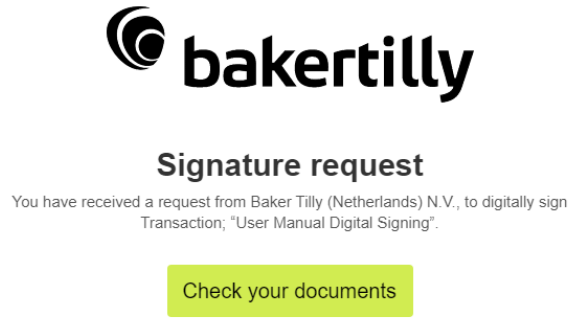
You can digitally sign a document from any device (mobile, tablet, computer). The only things you'll need are an internet connection and your mobile phone, which will allow you to log in via an SMS code.

A digital certificate will be added to the original document as part of this signature process. A digital signature consists of electronic data attached to the document. Any changes made to the document afterwards will render the signature invalid.

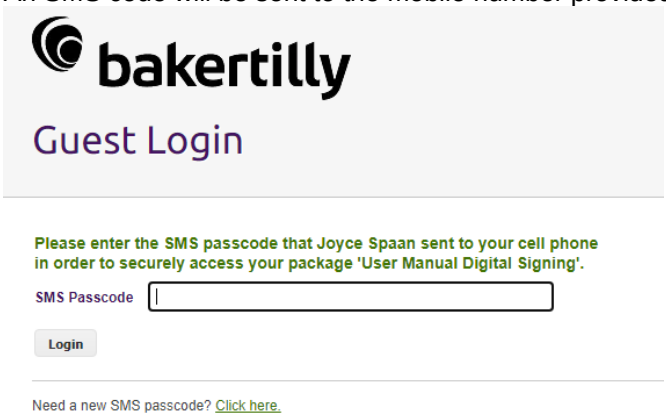
Digital Signing uses an advanced digital signature which meets the requirements stated in article 26 of the EU eIDAS regulation.

Logging in

You have received an email with a link to our transaction. You can open the link to the transaction by clicking on the "Check your document(s)" button.



An SMS code will be sent to the mobile number provided by you after you have clicked on the link.

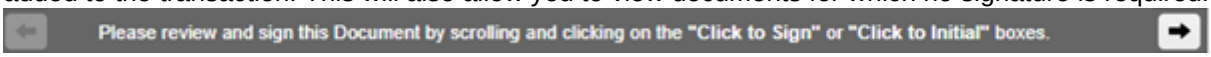


The transaction will open in the web browser once the SMS code has been entered.

Review the documents

You can view the transaction, which one or several documents have been added to, once you have logged in.

You can click on the arrows (top right) to view the different documents if several documents have been added to the transaction. This will also allow you to view documents for which no signature is required.

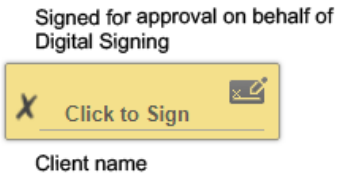


Signature

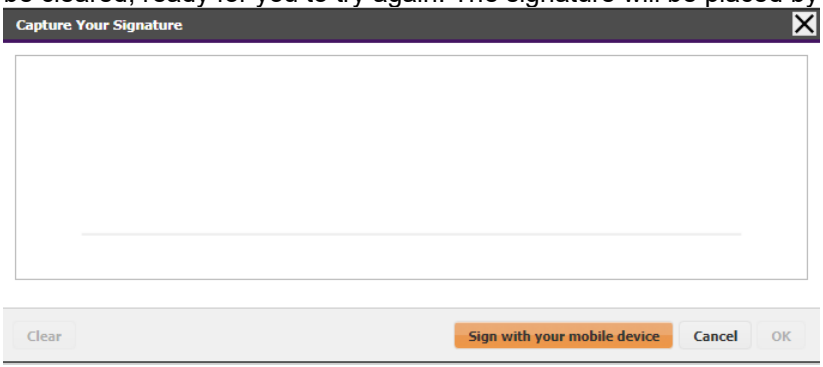
An envelope (arrow with pen) will be visible at the bottom left of the document if a signature is expected from you on a document.



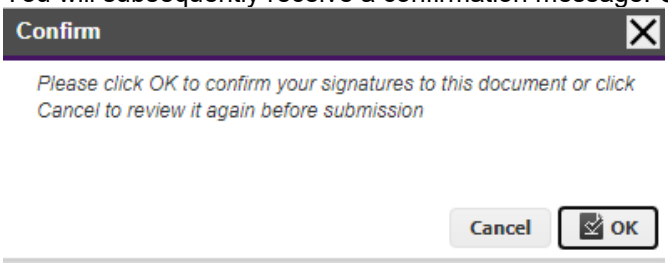
Clicking on this will take you to the place in the document where your signature is required. The following field will be visible in the document.



Click on the yellow area to add your digital signature. The screen below will open up and you can add your signature in the white field. Click on “clear” if you’re not happy with the signature and the field will be cleared, ready for you to try again. The signature will be placed by clicking on “OK”.

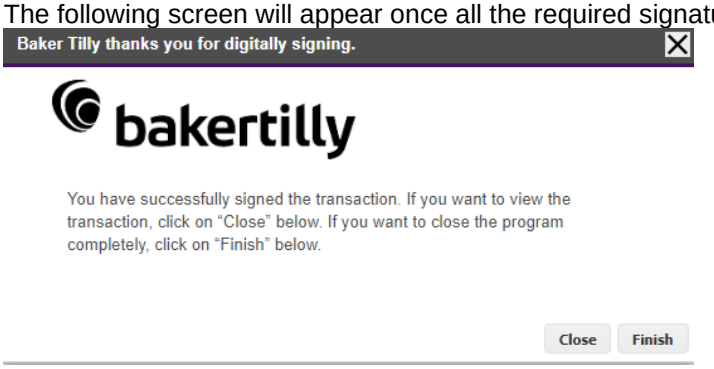


You will subsequently receive a confirmation message. Click on “OK” to confirm the digital signature.



If another signature is required somewhere else within the transaction, the transaction will automatically move to the next signature field after the first signature. The signature placed in the first signature field will automatically be added after clicking on a second signature field.

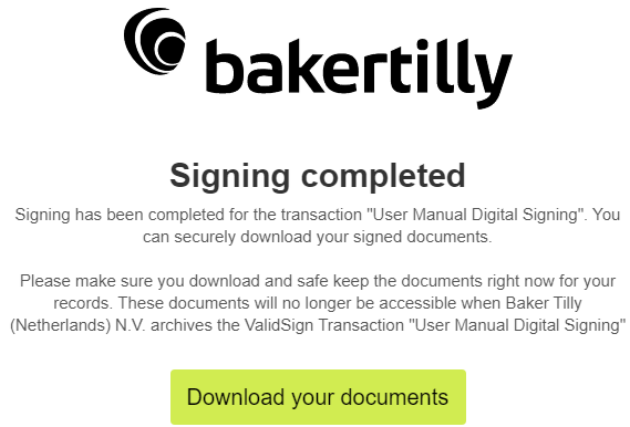
The following screen will appear once all the required signatures have been added:



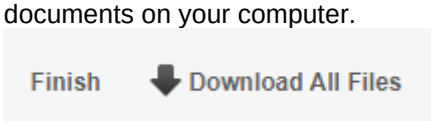
The tab in the web browser will close completely if you opt for “Finish”.
You will stay on the website and the signed transaction will remain open if you opt for “Close”.

Download

You will receive a “Signing completed” email once you have signed, which will include a link for downloading the signed transaction.



Click on the link, which will then start the web browser. You will receive an SMS code to open up the transaction. You can download the transaction via the “Download All Files” button and save the documents on your computer.



You will immediately be able to download the transaction if you have opted for “Close” after signing.

You can subsequently view the signed document in a PDF reader. The electrical data can be viewed in a downloaded document in the PDF reader by clicking on the question mark next to the signature.

Kind regards,



your relationship manager

Signed for approval on behalf of
Digital Signing

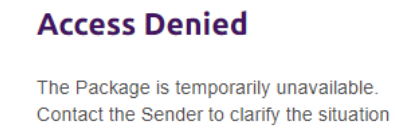


Client name



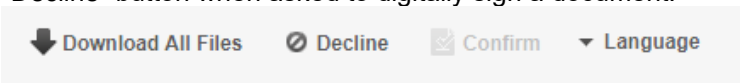
The signed documents will no longer be available once they've been archived by Baker Tilly. This means it's important to download the documents after signing and to save them on your computer for your own administration.

You will see the following notification if you try to open an archived transaction.

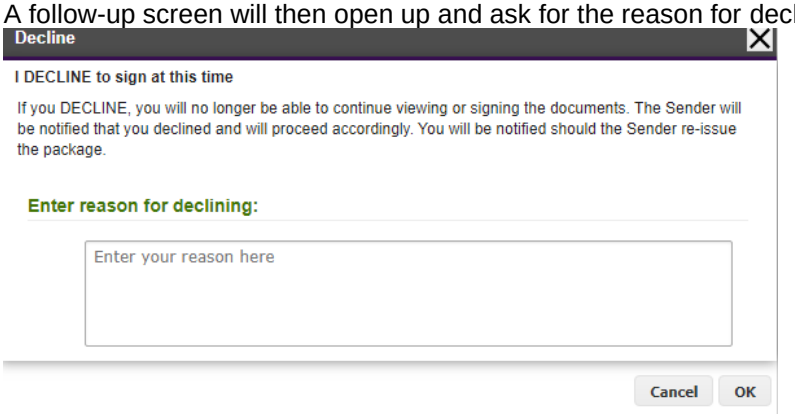


Decline

You can also opt to decline to provide a digital signature. You have the option of selecting the "Decline" button when asked to digitally sign a document.



A follow-up screen will then open up and ask for the reason for declining. Confirm this with "OK".



The decline and the reason provided will be sent to the transaction's sender by email. The transaction can no longer be viewed once it has been refused and the following notification will appear if you try to open the transaction.



Tips

- Please ensure you have provided Baker Tilly with the correct email address and mobile phone number, making sure you will correctly receive the transaction to be signed. Always pass on any changes to your email address and/or mobile number.
- Please ensure the *signature@validsign.nl* email address is registered as ‘trusted’ in your email programme, making sure the sender won’t be blocked.
- Allow pop-up notifications in the web browser.
- Make sure you have installed a PDF reader on your computer.