

Aalto Sign - Instructions for signing

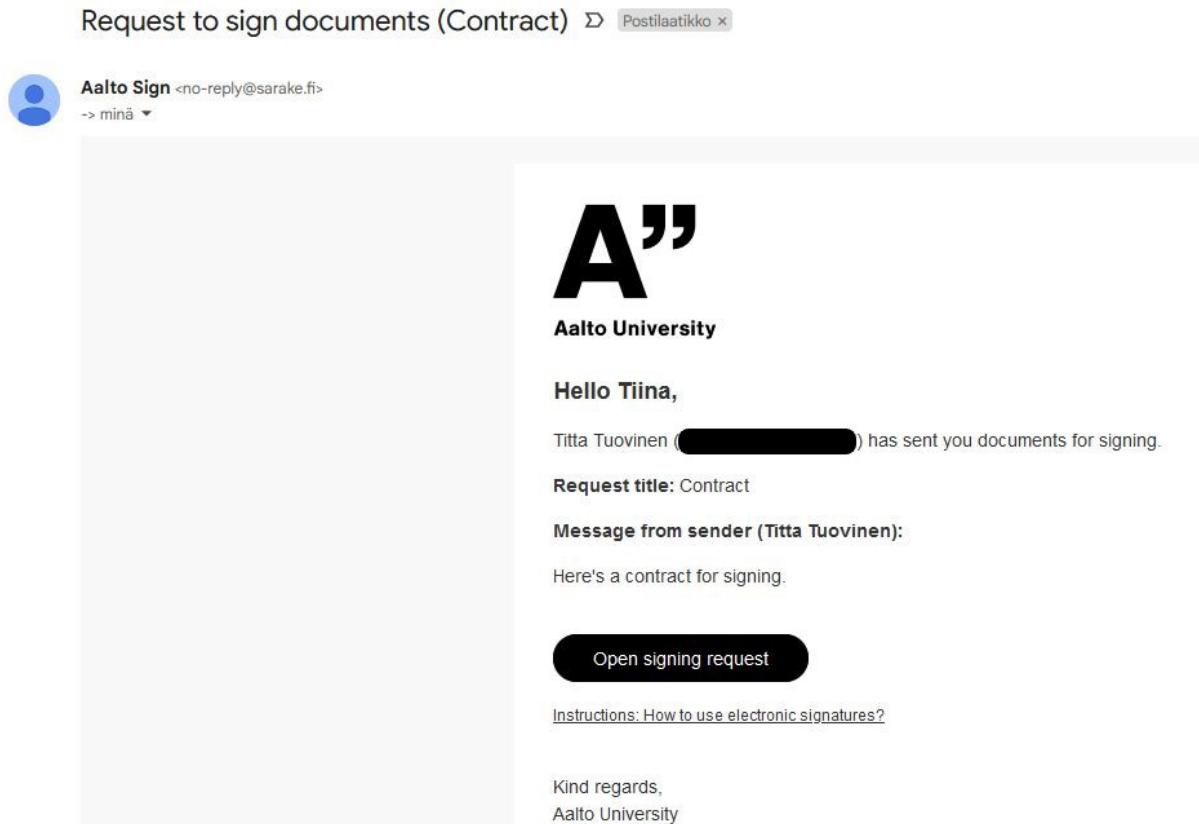
Updated 3.4.2023

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Instructions for electronic signing

Logging into the service



The screenshot shows an email from 'Aalto Sign <no-reply@sarake.fi>' with a subject line 'Request to sign documents (Contract)'. The email is addressed to 'Tiina' with a placeholder 'minä' in the recipient field. The message content includes the Aalto University logo, a greeting 'Hello Tiina,', and a message from 'Titta Tuovinen' (redacted). It states that Titta Tuovinen has sent documents for signing. The request title is 'Contract'. The message from the sender (Titta Tuovinen) says 'Here's a contract for signing.' A large 'Open signing request' button is visible, along with a link to 'Instructions: How to use electronic signatures?' and a closing note from Aalto University.

Aalto Sign <no-reply@sarake.fi>
-> minä

Aalto University

Hello Tiina,

Titta Tuovinen ([REDACTED]) has sent you documents for signing.

Request title: Contract

Message from sender (Titta Tuovinen):

Here's a contract for signing.

Open signing request

Instructions: How to use electronic signatures?

Kind regards,
Aalto University

The signing requests come from the email address Aalto Sign <no-reply@sarake.fi>.

To log into the system, click the Open signing request button or follow the instructions given at the end of the email notification under How to use electronic signatures.

Logging in with your Aalto ID

Click the Open signing request button in the email sent to you.

Log into the service by selecting Aalto Login on the login page. This option is for Aalto University employees and students only.

Logging in as a member of a mailbox or a group

Click the Open signing request button in the email sent to you.

Log into the service by selecting Aalto Login on the login page. This option is for Aalto University employees and students only.

After you have logged in, you will see the details and documents of the signing request sent to the mailbox/group.

Claim **More actions**

This request was sent to an organisation group that you are a part of. Claim the request from the group. [Claim](#)

This request contains multiple documents [Review documents](#)

Message ^

Hei,

Tässä sopimus allekirjoitettavaksi.

Participants ^

Reviewers [Send reminder](#)

Not defined

Signers

 +	Tiina Testaaja	
 +	dean-test	 Waiting for signature
 +	dean-test	

Before you can sign the signing request, you must claim the request from the group to yourself by clicking the Claim button.

 **Claim request** X

This request was sent to organisation group that you are a part of. Claim the request to process it. This operation can not be undone.

dean-test ✓

dean-test

[Cancel](#) **Next**

Confirm the claim request by clicking the Next button in the opening window. After this you will be automatically directed to the signing request and the request is ready for signing.

After claiming the signing request transfers to your personal signing requests and is visible in your own signing requests in the Signing requests section of the service. The signing request is no longer visible to other members of the group.

Logging in with an invitation code

Signers who are not members of the Aalto University community log in with an invitation code.

[Open signing request](#)

[Instructions: How to use electronic signatures?](#)

Kind regards,
Aalto University

How do I sign the documents?

Use the button above to open the documents. If the button does not work, you may try the following:

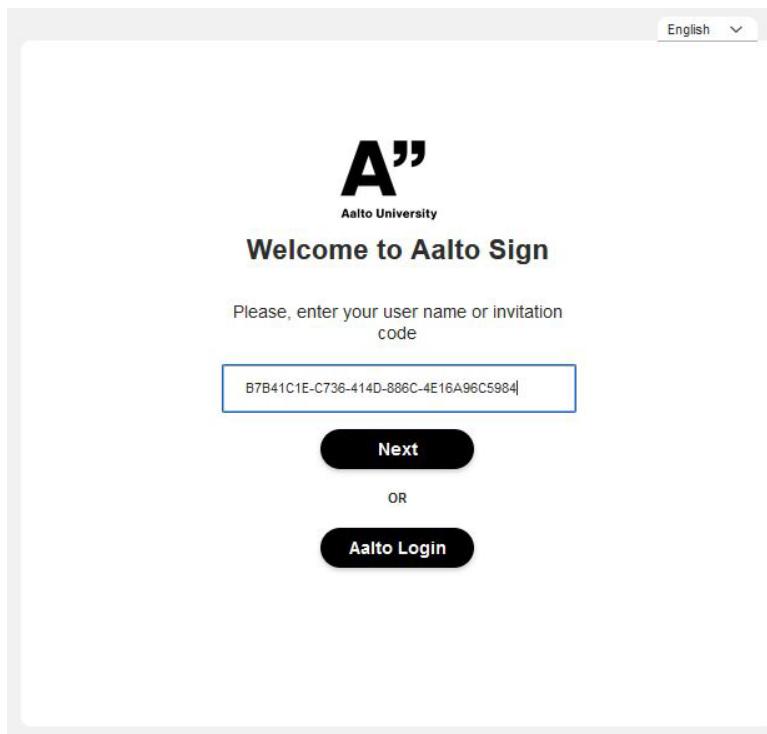
1. Browse to [Aalto Sign](https://sign.aalto.fi/) (<https://sign.aalto.fi/>)
2. Copy the code below and paste it to the **user identifier** field:

B7B41C1E-C736-414D-886C-4E16A96C5984

3. Click **Login** button
4. Open the signing request and download documents

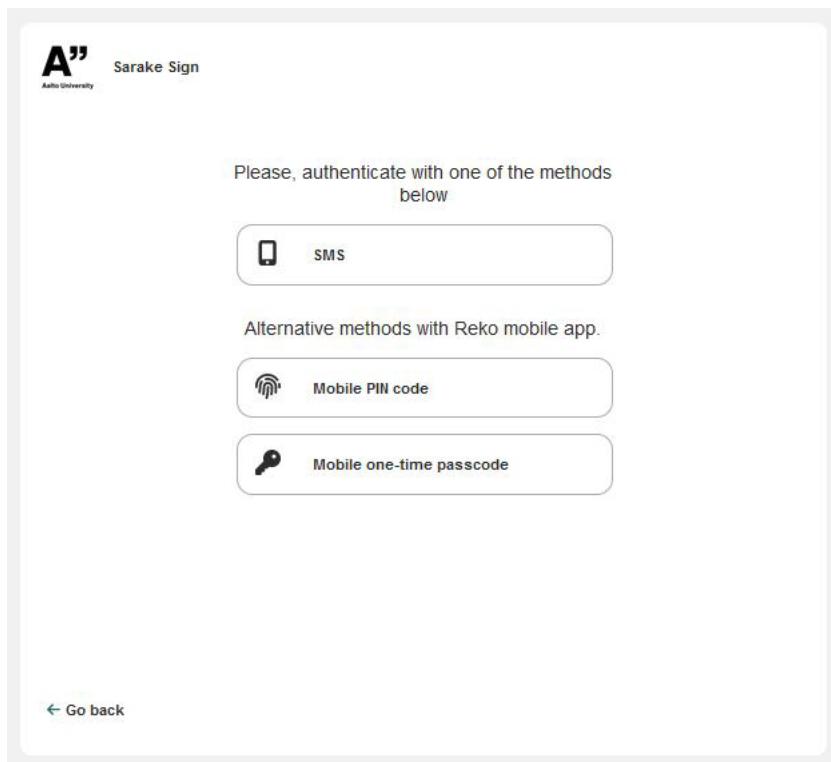
Click the Open signing request button in the email sent to you, and the invitation code should appear automatically in the login field.

If it does not, you can copy it from the email to the field requesting your username or invitation code. If you copy the code, make sure that you do not copy any extra spaces or characters.



You can change the language of the service in the top right corner of the login page.

Click **Next**.



Click the SMS button. The service will send you a PIN code as an SMS. You must use this one-time PIN code in addition to your invitation code to verify your identity.

 **Aalto Sign** is requesting you to authenticate



Authenticate with an SMS code

Enter the code that was sent to you via SMS in the field below

[Cancel](#)

Enter the PIN code into the number fields. If the code is correct, you will be automatically directed forward.



Check your information and fill in the missing details

First name*	Last name*
Tiina	Testaaja
Email address*	Phone number
<input type="text"/>	+358 <input type="text"/>
Title	Organization
Your title	Your organization's name

Next

[← Go back](#)

Check that your information is correct. You can edit your name, title and organization's name. If there are any mistakes in your email address or mobile number, please contact the sender of the signing request by email.

If all the information is correct, click Next. You will be automatically directed to the Aalto Sign service and the signing request there.

Signing

Contract

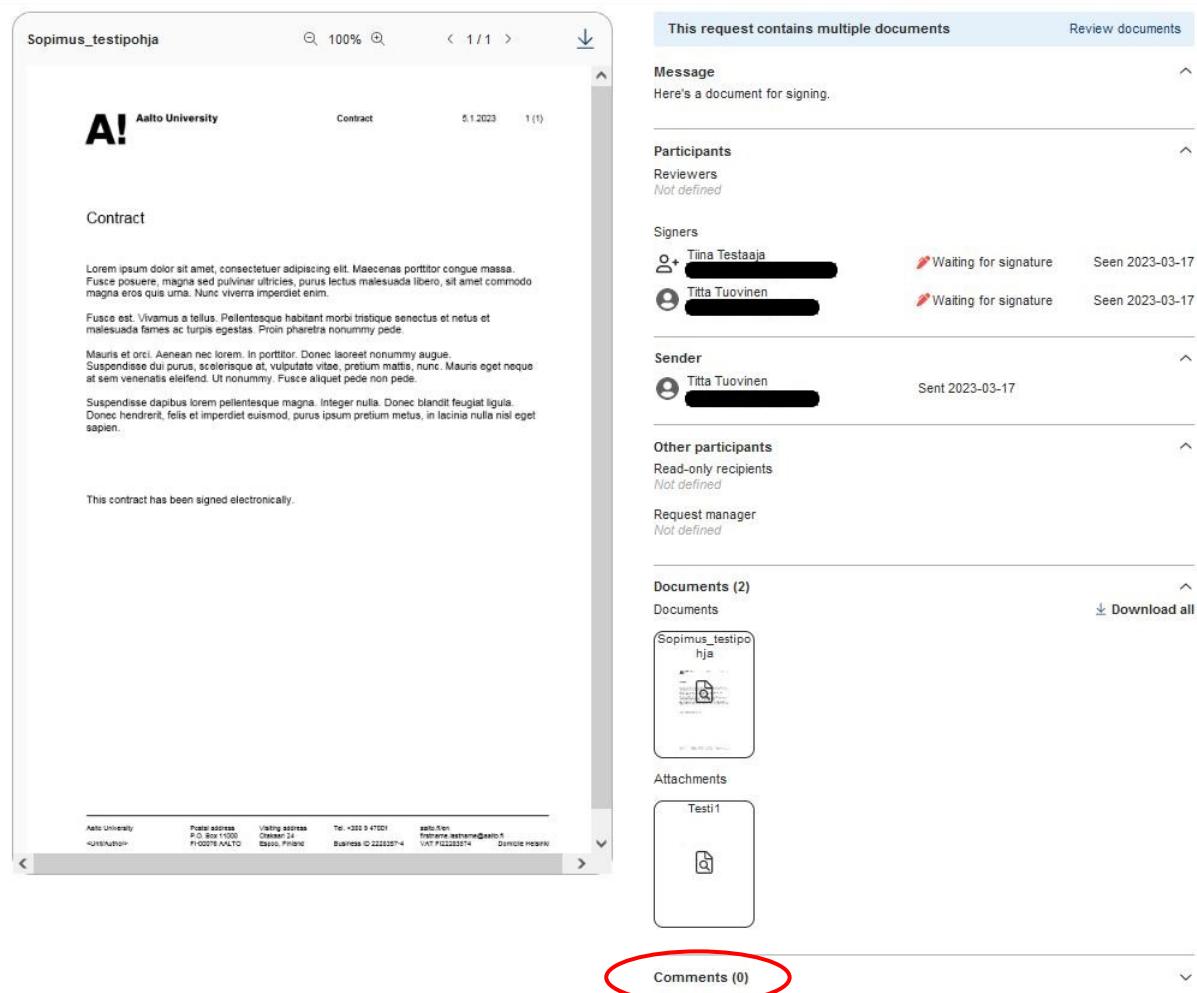
Status: Pending Deadline: No deadline

Delegate

Reject

Sign

Tiina Testaaja



The screenshot shows a digital signing interface. At the top, there are buttons for 'Delegate', 'Reject', 'Sign' (which is highlighted with a red oval), and 'Tiina Testaaja'. Below this, a message says 'This request contains multiple documents' with a 'Review documents' link. The main area shows a document titled 'Sopimus_testipohja' from 'Aalto University' (Contract, 5.1.2023, 1 (1)). The document content is a placeholder text about a contract. To the right, under 'Participants', 'Signers' are listed: 'Tiina Testaaja' (Waiting for signature, Seen 2023-03-17) and 'Titta Tuovinen' (Waiting for signature, Seen 2023-03-17). The 'Sender' is 'Titta Tuovinen' (Sent 2023-03-17). Under 'Other participants', 'Read-only recipients' and 'Request manager' are listed as 'Not defined'. A section for 'Documents (2)' shows two attachments: 'Sopimus_testipohja' (PDF file) and 'Testi1' (Attachment). At the bottom, a 'Comments (0)' section is circled with a red oval.

After you have logged in, you will see the details of the signing request, as well as the documents included in it, and you can review and download them.

Before signing or rejecting a request, you can leave a comment in the Comments field. The comments are visible to all those involved in the signing process.

You can sign the request by clicking Sign at the top of the page. Use the identification method requested, if necessary.



Identification required



Creator of this signing request requires recipients to identify with one of the methods below.

Please, select a method to identify yourself.



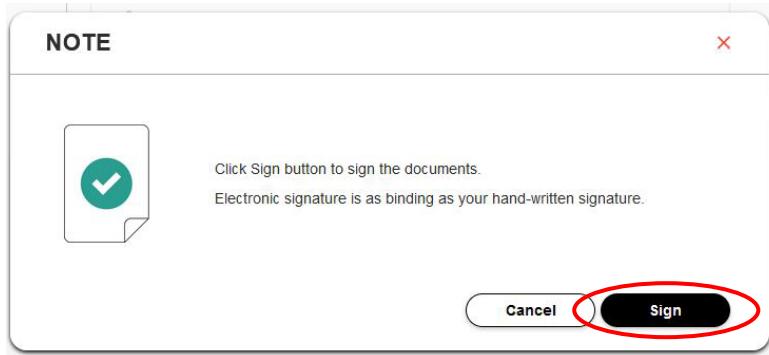
Mobile ID or bank identifiers (NETS)



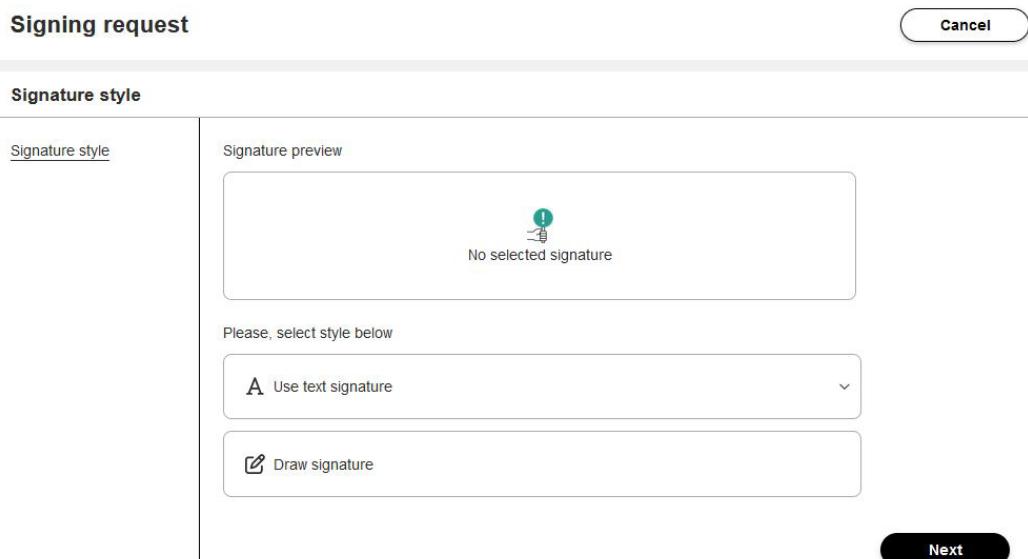
SMS

Depending on the way the signing request has been prepared, you see

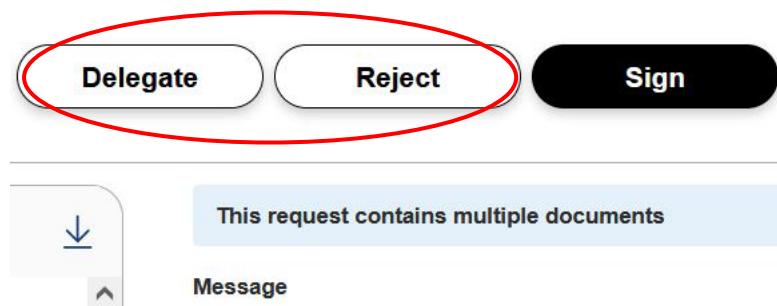
1. only a Sign button



2. or have a few signature styles to choose from. In the latter case, select the desired style from the given options and click Next. Then click Sign.



If you select Cancel, you will go back to the previous view, where you get to select the style of the signature.



If you do not wish to sign the document, you can click Reject at the top of the page.

You can also delegate the request to another person by clicking Delegate at the top of the page. Use Delegate if someone else must sign the document on your behalf.

Information of all approvals, rejections and delegations is submitted to the sender of the signing request.

Downloading signed documents

Documents signed and ready for download (Contract)  Postilaatikko 

 **Aalto Sign** <no-reply@sarake.fi>
-> minä 

 englanti  suomi  Käännä viesti

A''
Aalto University

Hello Tiina,

The documents you have signed are now ready. You can download the signed documents from the link below.

Request title: Contract

Open signing request

Kind regards,
Aalto University



When all signers have signed the documents, you will be notified of it by email.

You can retrieve the signed documents from the service.

Contract

Status: Completed Deadline: No deadline

Tiina Testaaja

 Log out

Sopimus_testipohja

100% 

Aalto University Contract 5.1.2023 1 (1)

Contract

Contract

Contract has been signed electronically.

Aalto University
<Unit/Author> Postal address P.O. Box 11000 Visiting address Oskari 2000 Business ID 2222337-4 Tel. +358 9 47001 asho.fi/n finnraive.ylemane@aalto.fi Business ID 2222337-4 VAT FI22223374 Domotic Helsinki

This request contains multiple documents 

Message
Here's a contract for signing.

Participants
Reviewers *Not defined*

Signers

 Tiina Testaaja	 Signed	2023-01-30
 Titta Tuovinen	 Signed	2023-01-30

Sender

 Titta Tuovinen	Sent 2023-01-30
--	-----------------

Other participants
Read-only recipients *Not defined*

Request manager *Not defined*

Documents (2) 

Documents

- Sopimus_testipohja** 

Attachments

- Testi1** 

Comments (0)

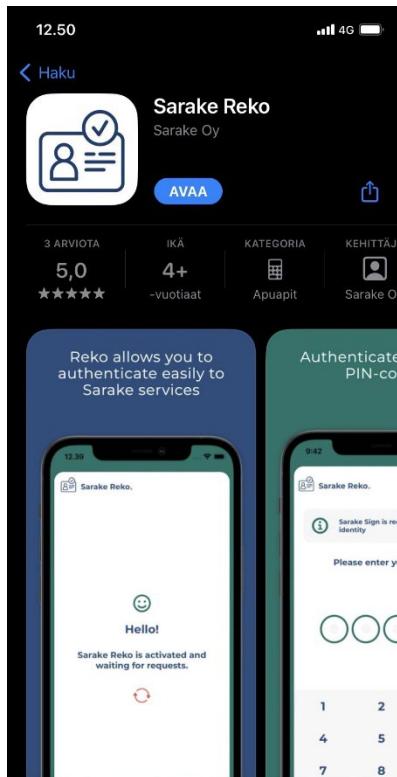
Click Download all on the Documents section to download the documents and make a compressed file (.zip) out of them. You can also choose to download a single document as a PDF by selecting the document and clicking the download icon on the top right corner of the preview section.

To log out click your name on the top right corner of the page and select Log out.

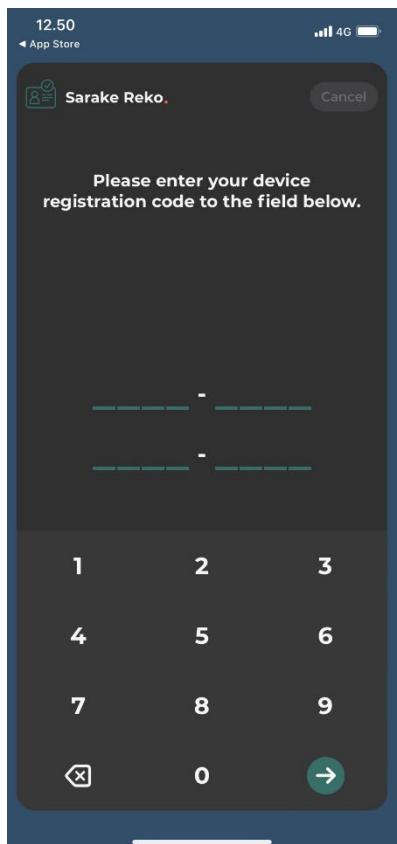
Please note that the signed documents are stored in the service only for 30 days.

Authentication with Sarake Reko mobile application

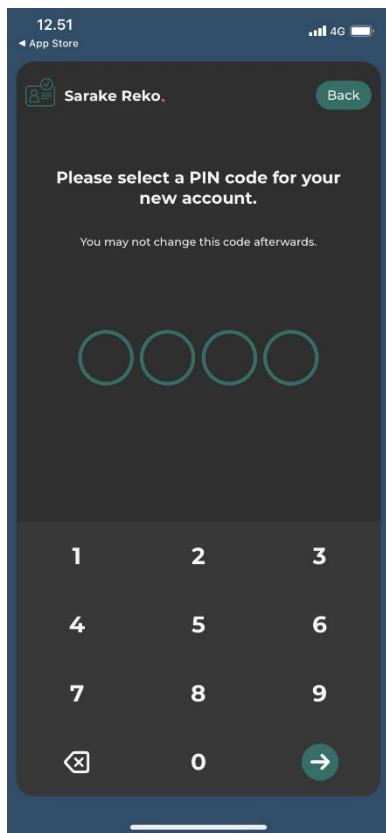
Activation of the application



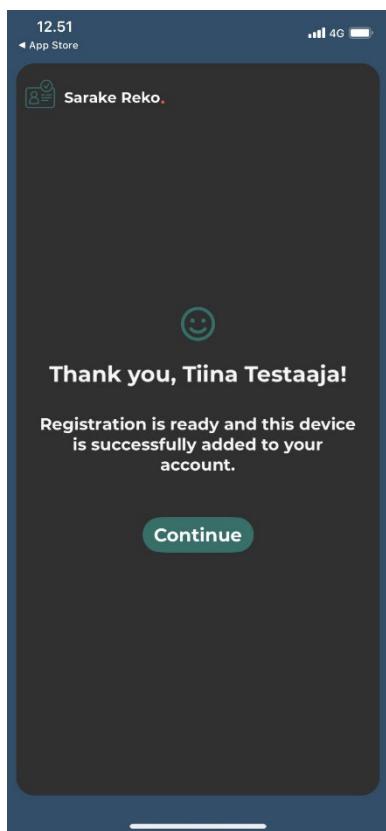
Download the Reko App to your phone from the app store. Reko App can be found under the name Sarake Reko. Request the application registration code from the sender of the signing request.



Open the application and enter the registration code you've received to the requested field.

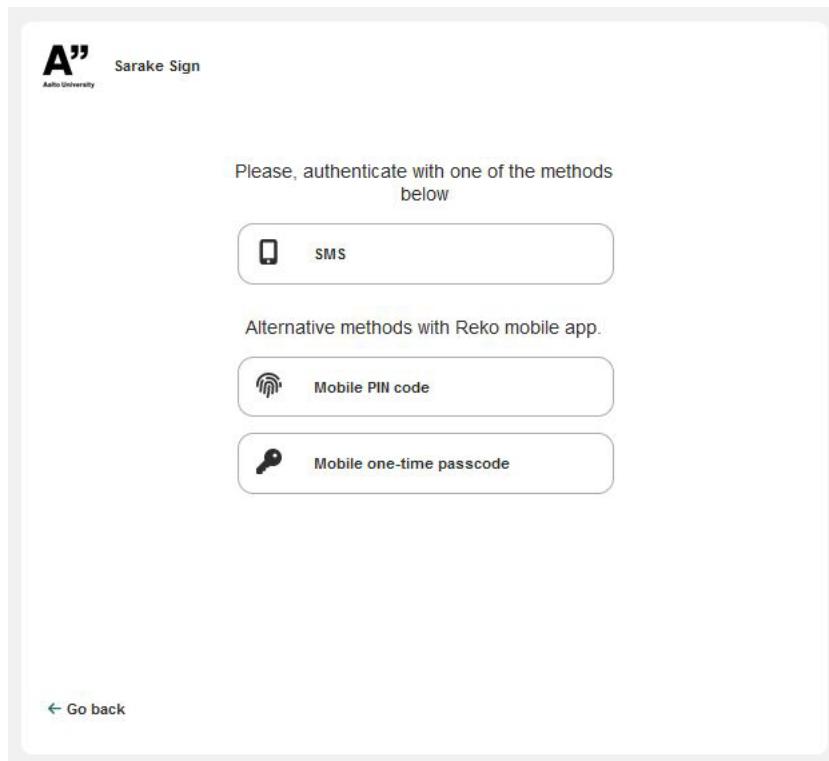


Select a four-digit PIN code.



Registration is ready and you can start using the application.

Authentication with Reko App



With Reko app, you can authenticate either with Mobile PIN code or Mobile one-time passcode when you are logging in to Aalto Sign or when signing a document.



Hello!

Open Reko App on your mobile phone.

Make sure that your device is connected to the internet.

Cancel

If you choose Mobile PIN code, the service guides you to open Reko App on your mobile phone.

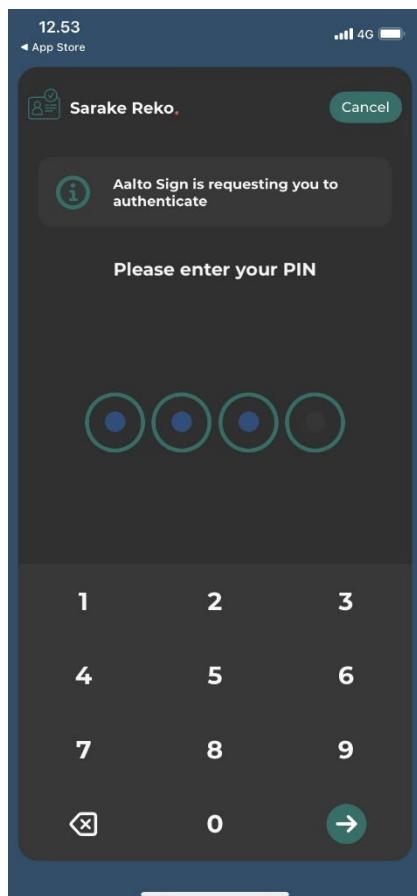


Authenticate with a PIN code

Enter your personal PIN code in Reko App

[Cancel](#)

Then the service guides you to authenticate with your personal PIN code in Reko App.



Open Reko App and enter the four-digit PIN code you selected during registration.

Go back to Aalto Sign. After successful authentication, you will be automatically directed forward.



Hello!

Open Reko App on your mobile phone.

Make sure that your device is connected to the internet.

Cancel

If you choose Mobile one-time passcode, the service guides you to open Reko App on your mobile phone.



Reko App has generated a one-time passcode for you. Go back to Aalto Sign.

 **Aalto Sign** is requesting you to authenticate



Authenticate with a one-time passcode

Get the code from Reko App and enter it in the field below

 — — — — —

[Cancel](#)

Enter the one-time passcode generated by Reko App to the requested field. After successful authentication, you will be automatically directed forward.

Possible problems

Problems authenticating with international mobile numbers

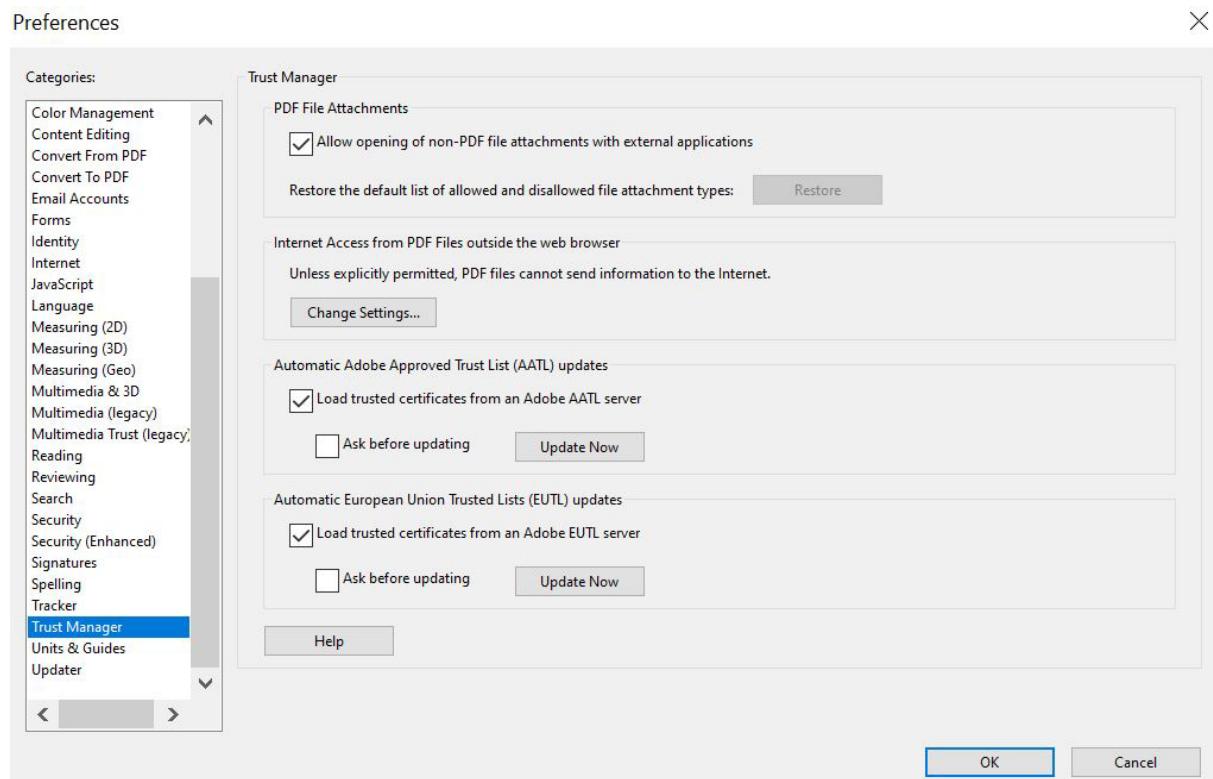
If you have problems authenticating with SMS PIN code in Aalto Sign, contact the sender of the signing request. Before that, try to authenticate a few times. There could be some temporary issues with services.

You can also use Sarake Reko application to sign. In this case, download Sarake Reko application to your phone. The app can be used to authenticate with either a PIN code or a one-time passcode.

The use of Reko App is instructed in the section [Instructions for electronic signing](#) [Authentication with Sarake Reko mobile application](#).

Adobe Acrobat / Acrobat Reader certificate error notification

If the signature panel in Adobe Acrobat or Acrobat Reader shows an error notification related to the digital signature, e.g. "The validity of the document certification is UNKNOWN. The author could not be verified.", the reason could be that the Adobe Approved Trust List (AATL) is not up to date.



You can update the Trust List in Acrobat or Acrobat Reader by going to Edit > Preferences. Select Trust Manager from the Categories menu. Under Automatic Adobe Approved Trust List (AATL) updates, click Update Now. You will receive a notification that the update is complete. You may need to restart Adobe for the update to take effect.