

Aalto Sign - Instructions for signing, invitation code


Updated 15.6.2026


Contents

Logging into the service	2
Logging in with an invitation code	2
Signing	6
Downloading signed documents.....	9
Authentication with Sarake Reko mobile application	11
Activation of the application.....	11
Authentication with Reko App.....	13
Possible problems	17
Problems authenticating with international mobile numbers	17
Adobe Acrobat / Acrobat Reader certificate error notification.....	17

Logging into the service


Request to sign documents (Contract) Postilaatikko x

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



Aalto University

Hello Tiina,

Titta Tuovinen () 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 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:

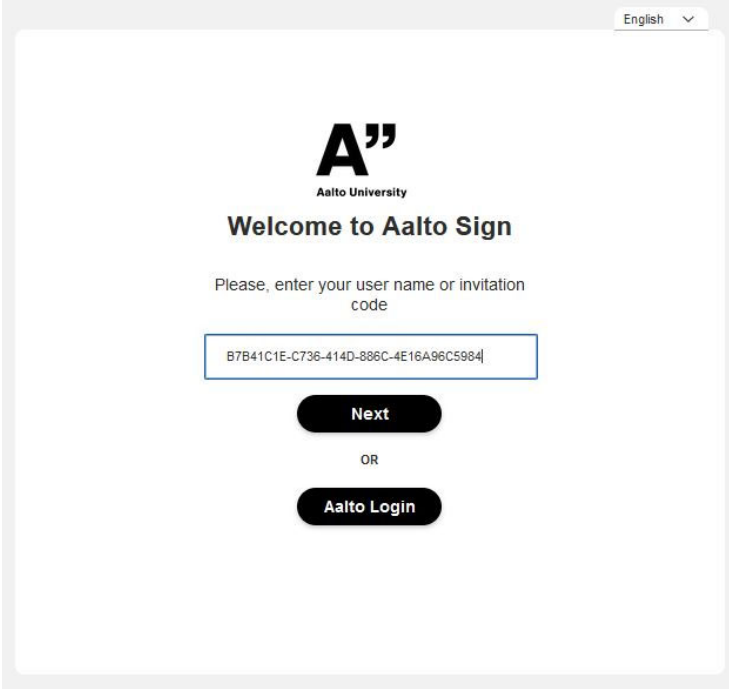
1. Browse to [Aalto Sign \(https://sign.aalto.fi/\)](https://sign.aalto.fi/)
2. Copy the code below and paste it to the **user identifier** field:

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.



English

A”
Aalto University

Welcome to Aalto Sign

Please, enter your user name or invitation code

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

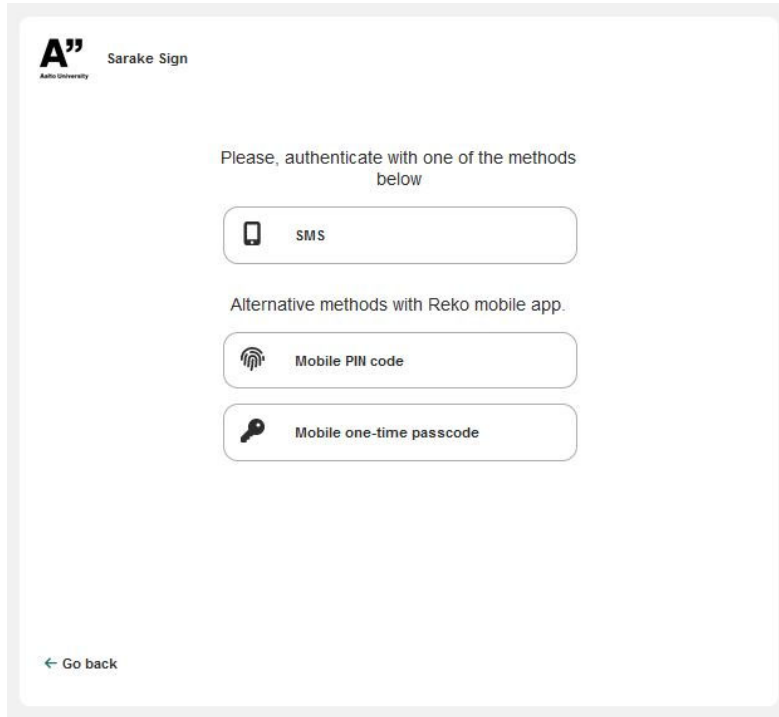
Next

OR

Aalto Login

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.



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.

The screenshot shows a web form for verifying information. At the top left is the Aalto University logo. Below it is a title bar that says "Check your information and fill in the missing details". The form is divided into two columns. The left column contains fields for "First name*" (filled with "Tina" and a checkmark), "Email address*" (redacted with a black bar), and "Title" (with a placeholder "Your title"). The right column contains fields for "Last name*" (filled with "Testaja" and a checkmark), "Phone number" (with a country code dropdown set to "+358" and a redacted number), and "Organization" (with a placeholder "Your organization's name"). At the bottom center is a large black "Next" button. At the bottom left is a "Go back" link with a left-pointing arrow.

After this, check that your information is correct. You can edit your title and the organization name. You can also edit your first and last name if the signing request does not yet have other signatures. If the email address or phone number is incorrect, please contact the sender of the signing request by email.

When 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

Sopimus_testipohja
100%
< 1/1 >


Contract
5.1.2023 1 (1)

Contract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque et, volutate vite, pretium mattis, nunc. Mauris eget neque at sem venenatis eteifend. Ut nonummy. Fusce aliquet pede non pede.

Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, feis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

This contract has been signed electronically.

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

Message
Here's a document for signing.

Participants

Reviewers
Not defined

Signers

	Tiina Testaaja		Waiting for signature	Seen 2023-03-17
	Tiina Tuovinen		Waiting for signature	Seen 2023-03-17

Sender
Tiina Tuovinen Sent 2023-03-17

Other participants
Read-only recipients
Not defined

Request manager
Not defined

Documents (2) [Download all](#)

Documents

Attachments

Comments (0)

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


After this, select the legal entity on behalf of which you will sign the document. The active selection is shown with a **bold outline**.

You can either use your default information or edit it under *Edit information*. Editing the information affects only this specific signing event. The organization and title information will appear in the signed document either on a separate signature page or within the document itself, depending on how the signing request was prepared. The editable fields can also be left blank, in which case the organization and title information will not be included in the signed document's signature details.

Legal entity

Please select legal entity on behalf of which you want to sign the documents

Use your default information

 Aalto University / Aalto-yliopisto / Aalto-universitetet
Arkistonhoitaja

Edit information

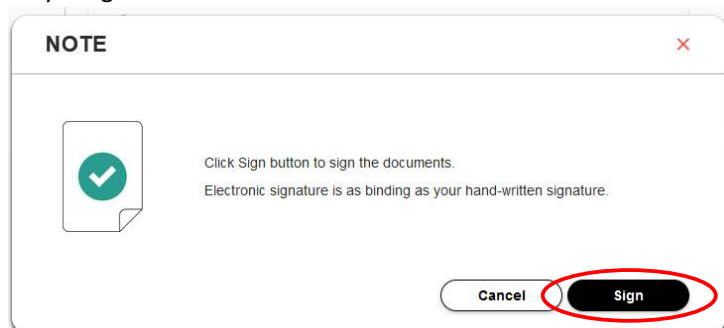
Organization
Aalto University / Aalto-yliopisto / Aalto-universitetet

Title
Write here...

Next

Next sign the request. 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.

Signing request**Cancel****Signature style**Signature style

Signature preview


No selected signature

Please, select style below

A Use text signature  Draw signature**Next**

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


Reject**Sign**


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


A notification of both signing and rejection is sent to the sender of the signing request. The reason for rejection is also shown to the sender and request managers in the Signers section of the signing request, under the signer's name.

Downloading signed documents

Documents signed and ready for download (Contract) Postilaatikko x

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

 englanti ▾ > suomi ▾ [Käännä viesti](#)


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% 1 / 1

A! Aalto University Contract 5.1.2023 1 (1)

Contract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede.

Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede.

Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

This contract has been signed electronically.

Aalto University Postal address: P.O. Box 11500, FIN-00078 AALTO, Finland
Visiting address: Etolankatu 20, Sääksmäki, Finland
Tel: +358 9 47001 Business ID: 0228257-4
aalto.fi/en firstname.lastname@aalto.fi VAT: FI22222574 Domestic Helsinki

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

Sopimus_testipohja

Attachments

Testi 1

Comments (0)

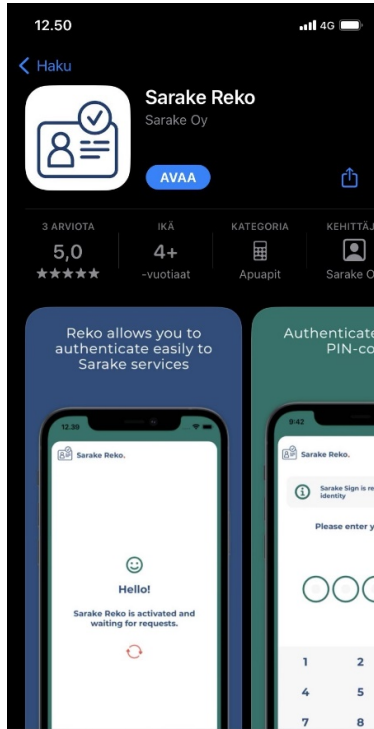
Click Download all on the Documents section to download the documents and make a compressed file (.zip) out of them. You can also choose to download a single document as a PDF by selecting the document and clicking the download icon on the top right corner of the preview section.

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

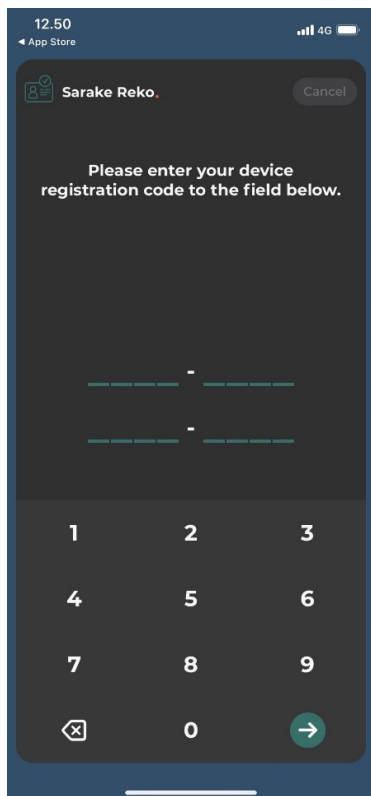
Please note that the signed documents are stored in the service only for 90 days.

Authentication with Sarake Reko mobile application

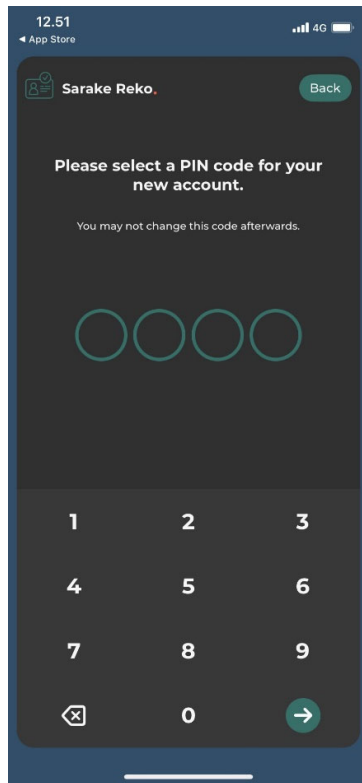
Activation of the application



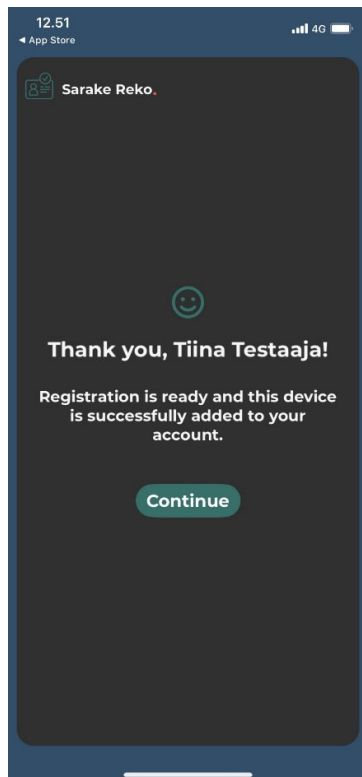
Download Sarake Reko app to your phone from the app store. Reko app can be found under the name Sarake Reko. Request the application registration code from the sender of the signing request.



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

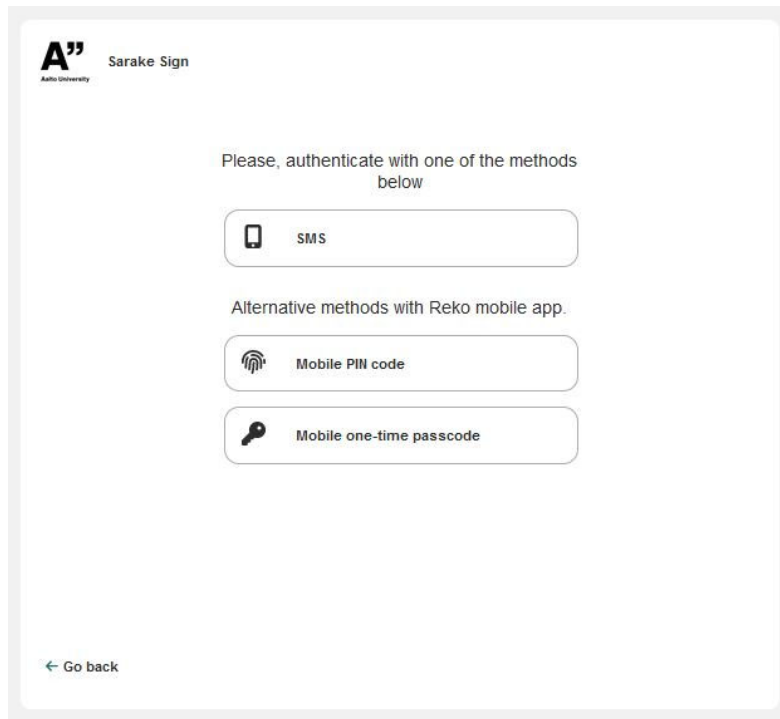


Select a four-digit PIN code.



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.



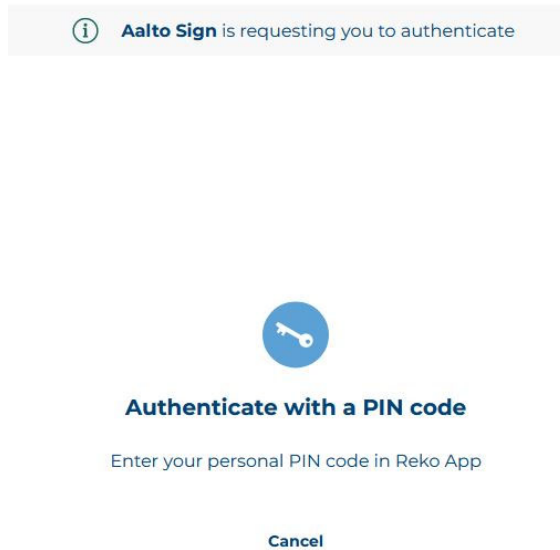
Hello!

Open Reko App on your mobile phone.

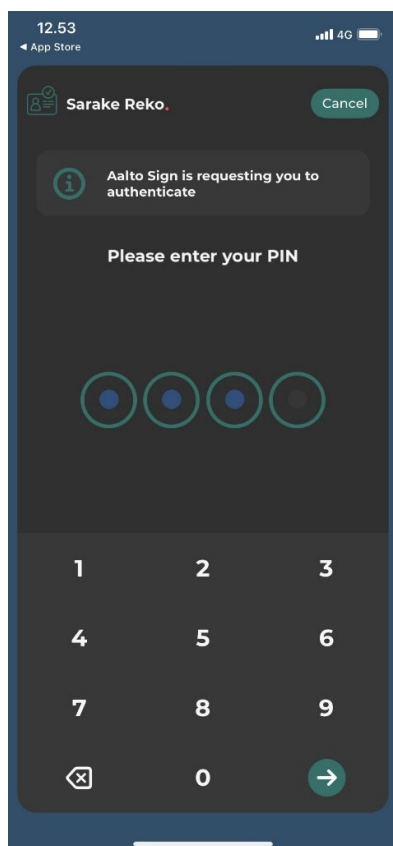
Make sure that your device is connected to the internet.

Cancel

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



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

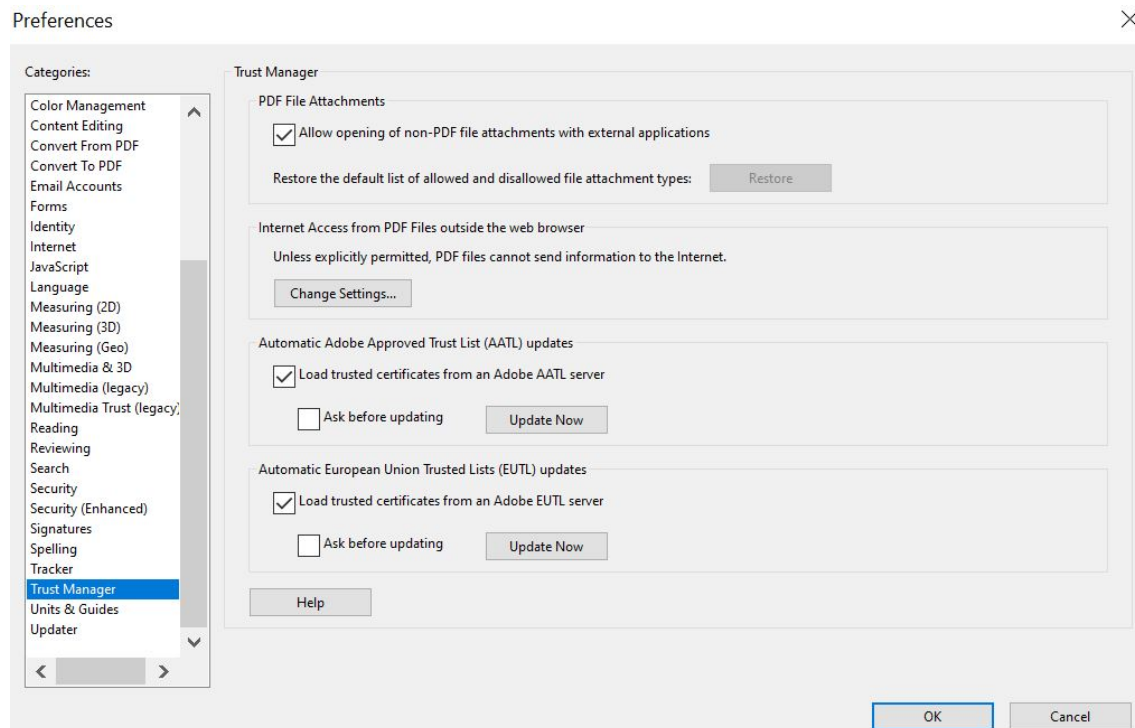
If you have problems authenticating with SMS PIN code in Aalto Sign, contact the sender of the signing request. Before that, try to authenticate a few times. There could be some temporary issues with services.

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.