

# Aalto Sign - Instructions for signing

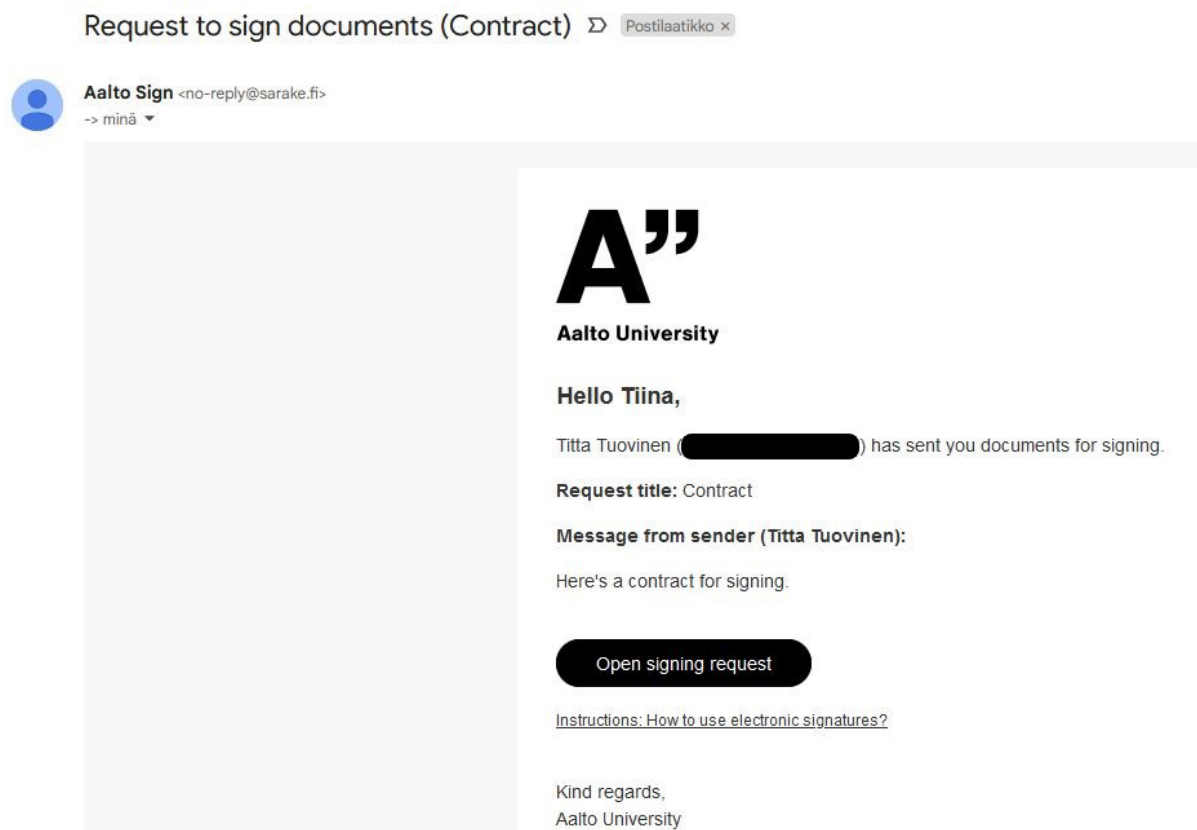
Updated 3.4.2023

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## Instructions for electronic signing

### Logging into the service



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** ^


 Send reminder


**Reviewers**  
*Not defined*


**Signers**



Tiina Testaaja





Waiting for signature



dean-test  
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**
✕

---

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:

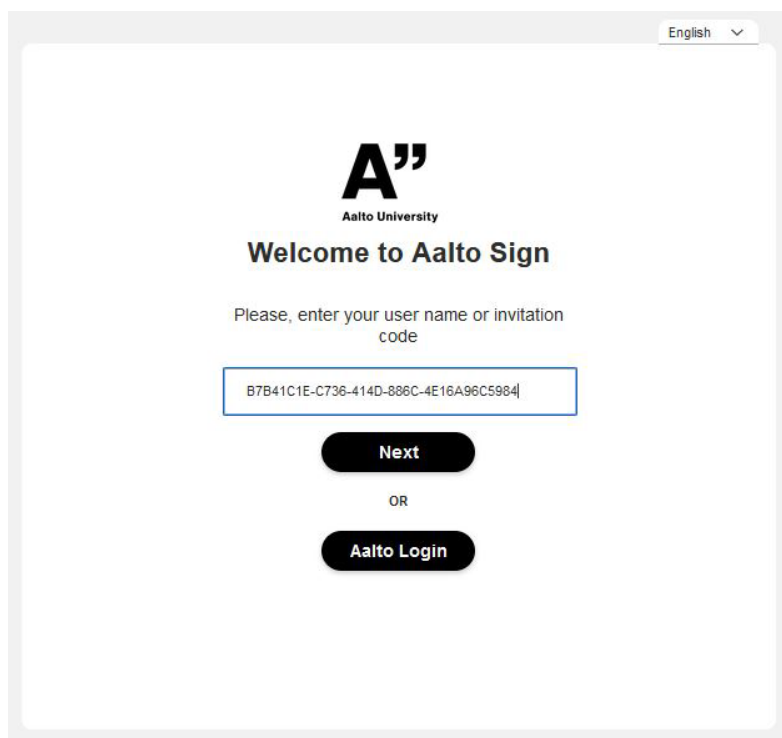
1. Browse to [Aalto Sign \(https://sign.aalto.fi/\)](https://sign.aalto.fi/)
2. Copy the code below and paste it to the **user identifier** field:

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.



English

**A**  
Aalto University

**Welcome to Aalto Sign**

Please, enter your user name or invitation code

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

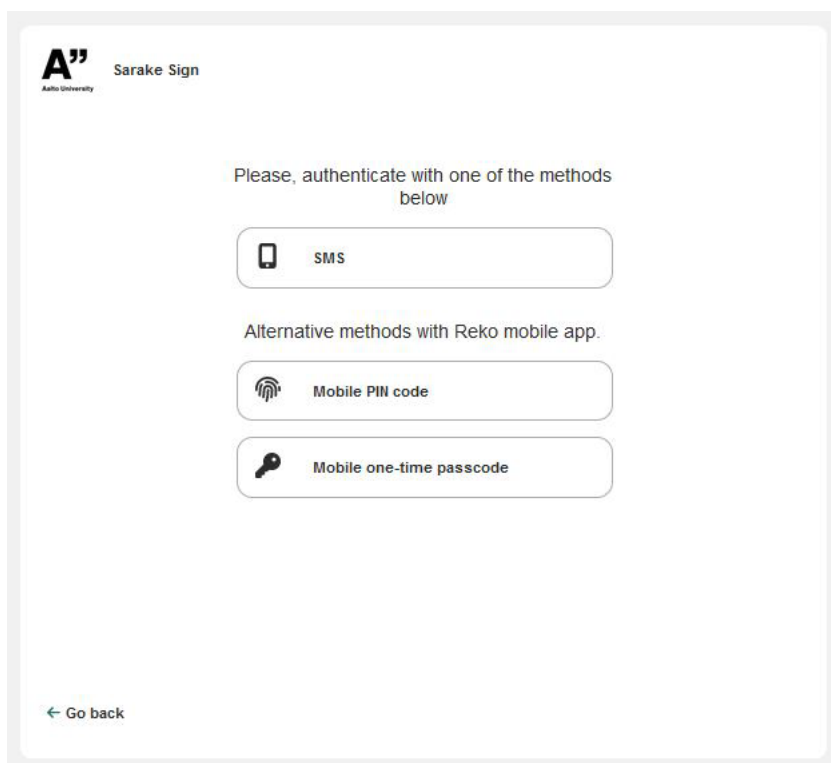
Next

OR

Aalto Login


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

Click Next.





**A** Sarake Sign  
Aalto University

Please, authenticate with one of the methods below

 SMS

Alternative methods with Reko mobile app.

 Mobile PIN code

 Mobile one-time passcode

[← Go back](#)

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.





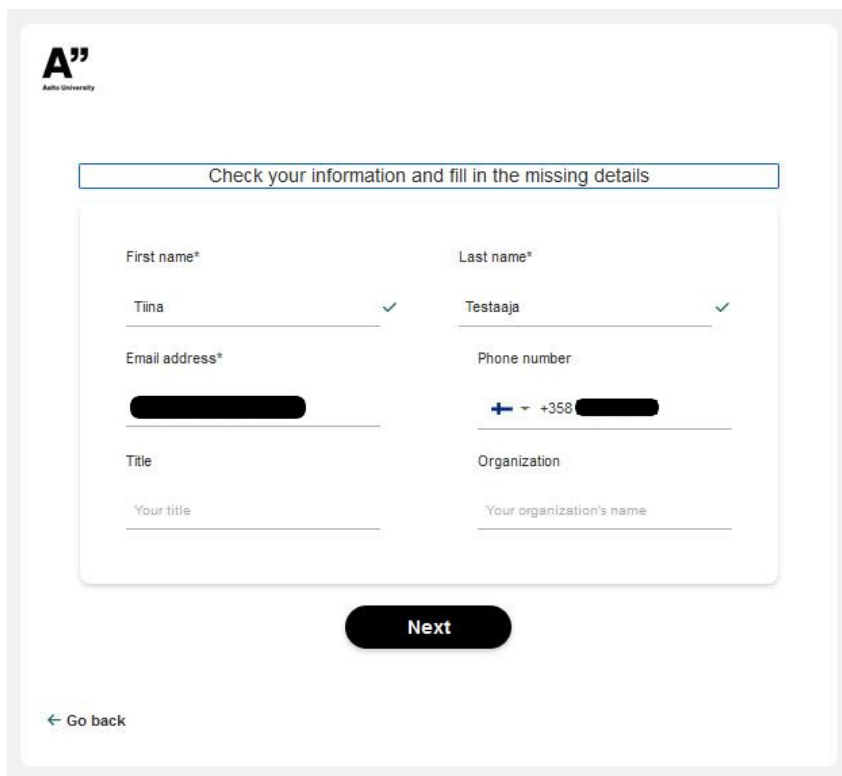
**Authenticate with an SMS code**

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 Aalto University. At the top left is the Aalto University logo. Below it is a title bar that reads "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 green checkmark), "Email address\*" (redacted with a black bar), and "Title" (with a sub-label "Your title"). The right column contains fields for "Last name\*" (filled with "Testaja" and a green checkmark), "Phone number" (with a dropdown for "+358" and a redacted number), and "Organization" (with a sub-label "Your organization's name"). At the bottom center is a large black button labeled "Next". At the bottom left is a link labeled "Go back" with a left-pointing arrow.

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

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, feis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

This contract has been signed electronically.

Aalto University P.O. Box 1000 FI-00076 AALTO Espoo, Finland Tel: +358 9 47001 aalto.fi/en info@aalto.fi  
<info@aalto.fi> P.O. Box 1000 FI-00076 AALTO Espoo, Finland Business ID 2222227-4 VAT FI22222274 DUMDIO HEADFO

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
	Titta Tuovinen		Waiting for signature	Seen 2023-03-17

**Sender**

	Titta Tuovinen	Sent 2023-03-17
--	----------------	-----------------

**Other participants**  
**Read-only recipients**  
Not defined

**Request manager**  
Not defined

**Documents (2)**  
Documents [Download all](#)

Sopimus\_testipohja

**Attachments**

Testi1

**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.



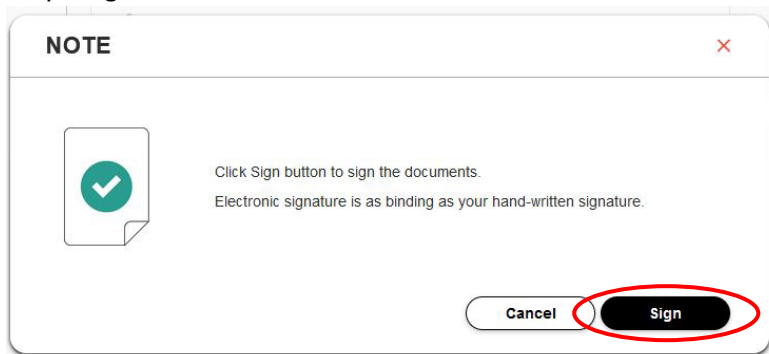
Mobile ID or bank identifiers (NETS)



SMS

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

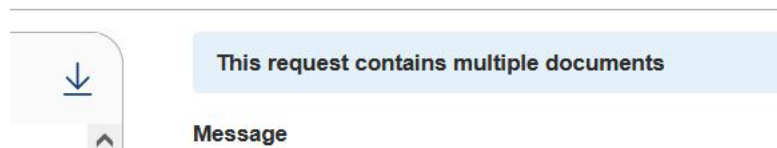
---

**Signature style**

<p><u>Signature style</u></p>	<p>Signature preview</p> <div style="text-align: center;"> <p>No selected signature</p> </div> <p>Please, select style below</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="font-size: 1.2em;">A</span> Use text signature <span style="float: right;">v</span> </div> <div style="border: 1px solid #ccc; padding: 5px;">  Draw signature         </div>
-------------------------------	---

**Next**

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 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.

**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

Testi1

---

**Comments (0)**

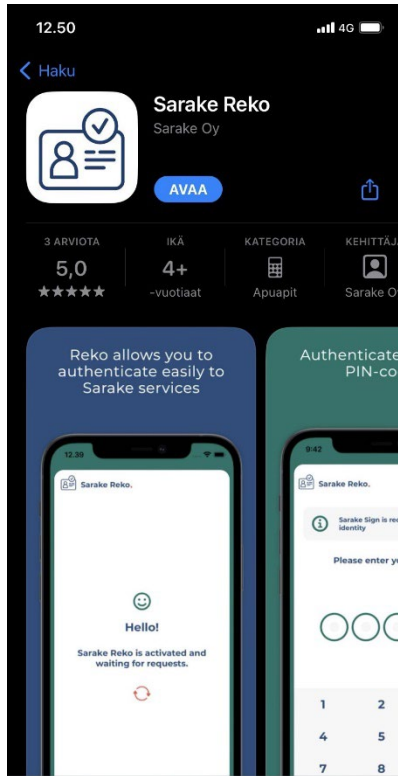
Click Download all on the Documents section to download the documents and make a compressed file (.zip) out of them. You can also choose to download a single document as a PDF by selecting the document and clicking the download icon on the top right corner of the preview section.

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

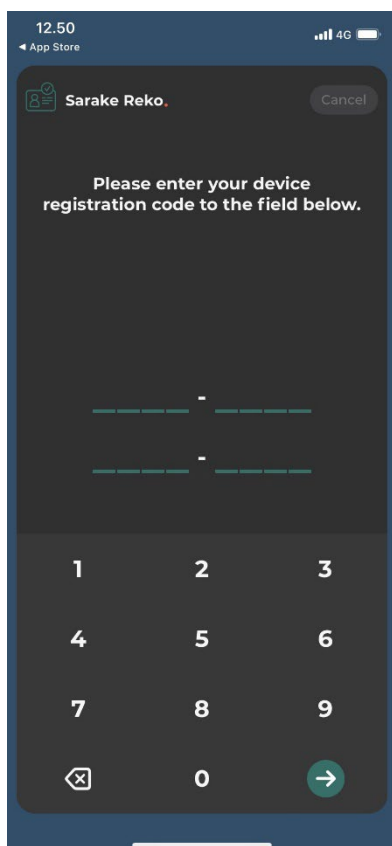
**Please note that the signed documents are stored in the service only for 30 days.**

## Authentication with Sarake Reko mobile application

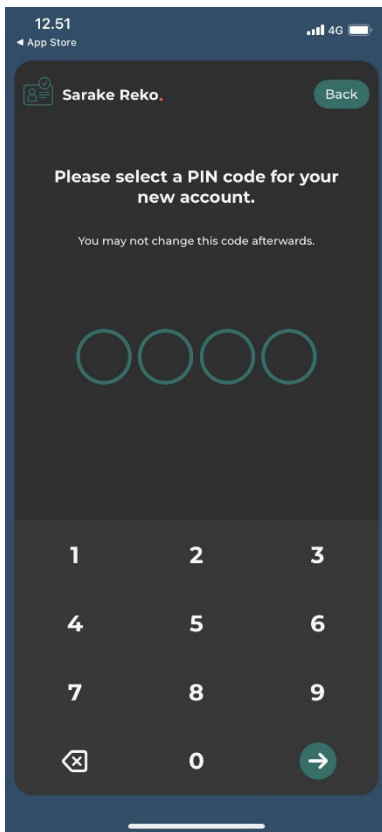
### Activation of the application



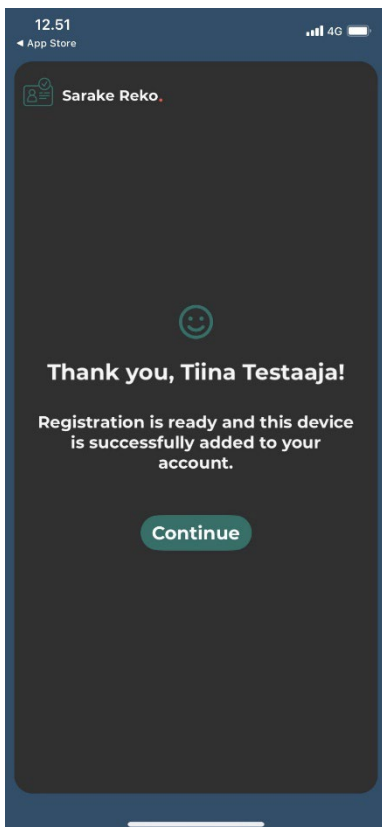
Download the Reko App to your phone from the app store. Reko App can be found under the name Sarake Reko. Request the application registration code from the sender of the signing request.



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

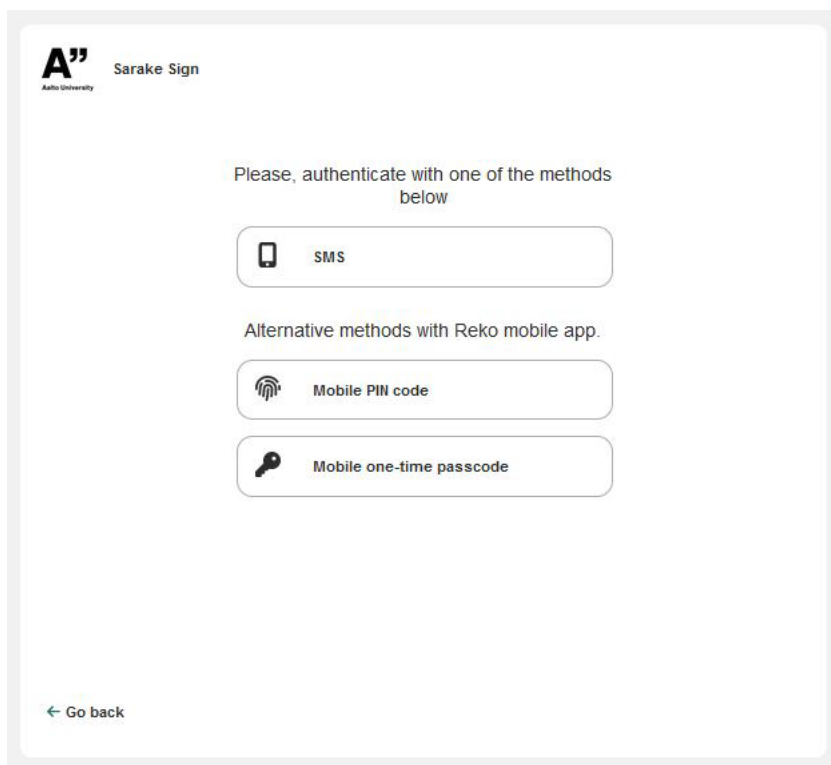


Select a four-digit PIN code.



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.



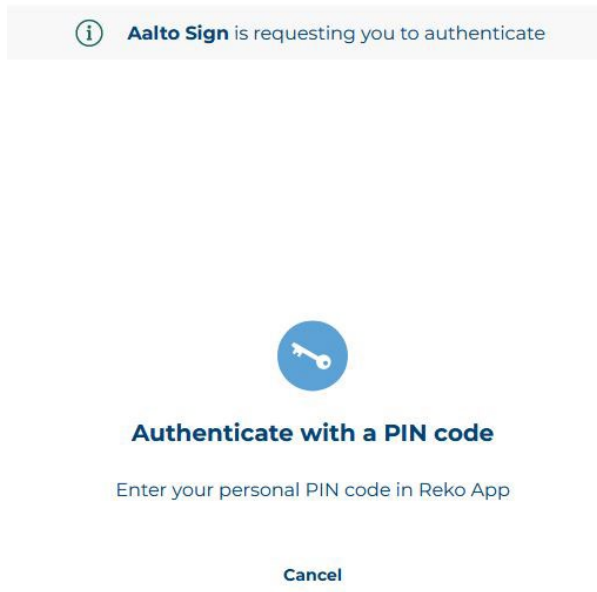
**Hello!**

**Open Reko App on your mobile phone.**

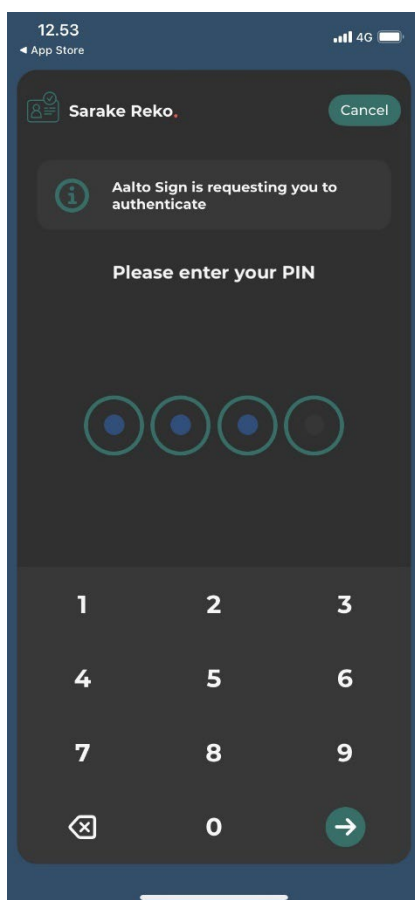
Make sure that your device is connected to the internet.

**Cancel**

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



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.

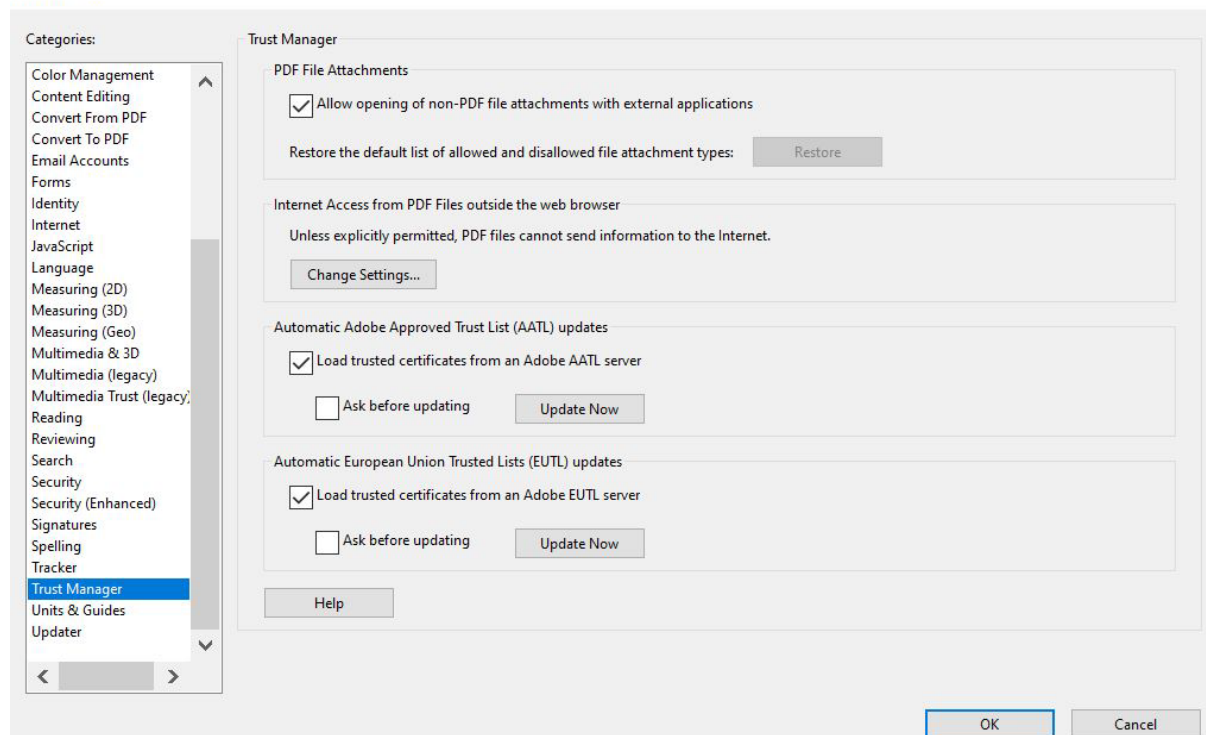
The use of Reko App is instructed in the section Instructions for electronic signing [Authentication with Sarake Reko mobile application](#).

### 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.

Preferences

✕



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.