

1. Login to mSafe and create a new share

Go to www.msafe.nl and log in with your credentials and the additional verification. Create a new share and add your contacts to it. You can find the instruction in the Quick reference card ‘Share files’.

2. Create a digital signing package

In your share, go to the ‘Sign’ tab and create a new sign package.

Sign files

Shared Files

Sign

Settings

Action log

In this share you have not used the 'Digital Signing Feature' yet.

What is Digital Signing?

With this new Feature you can sign documents digitally in a secure, legally valid and uncomplicated way.

We make it easy for you to startup and complete the digital proces of signing documents. With the approved verification methods like iDeal and SMS we make sure this process is legally valid.

How it works:

Create a Digital Sign package

Receive a message that your file is ready to sign

Check the document carefully

Sign the document digitally

4. Insights in the digital signing package

In your share, you will see the status of the file to be signed on the ‘Sign’ tab. If you click on the line you will see details such as who is next to sign.

Shared Files

Sign

Settings

Action log

All your sign packages

Files to sign

Download package

Delete package

File name	Share date	Retention...	Size
mSafe Quickstart Guide (1).pdf	Apr 30, 2020	Jul 29, 2020	380.08 KB

Back to share

Sign order

File offered by sign service

Processed at 30-04-2020 11:50

Irene

Is next

File is ready for downloading

Waiting until everyone has signed the file

File details

Created by:

Irene Coppejans

Create date:

Apr 30, 2020

File size:

380.08 KB

Retention date:

Jul 29, 2020

Message:

Please sign the file

3. Create a digital signing package in 6 steps

Step 1: Add the files you want to share with your contact

Step 2: Select which of the files should be signed

Step 3: Add a personal message for your contact

Step 4: Specify in which order the file should be signed

Step 5: Select which participants must sign

Step 6: Specify how signers should authenticate as a additional verification step

Click on ‘Send’. Your contact will receive an email to digitally sign the package.

mSign (1/6)

Upload more Files

Name of share

Sign files

Package name

Files to sign

mSafe Quickstart Guide (1).pdf

380.08 KB

add more files

Expiration date: 29-07-2020

mSign (2/6)

Specify which files from Files to sign must be signed.

Select files:

mSafe Quickstart Guide (1).pdf

380.08 KB

mSign (3/6)

Please enter a message for the participants

Message

Please sign the file

mSign (4/6)

Drag the signers in the right required sign order

1. Irene

2. Irene Coppejans

mSign (5/6)

Specify which participant needs to sign which particular file.

Specify who should sign: mSafe Quickstart Guide (1).pdf

1. Irene

2. Irene Coppejans

mSign (6/6)

Please specify verification method for signers

Irene

SMS

0612345678

The easiest way to transfer files secure and safe

5. When the file is signed

You will receive an email as soon as the necessary signatures have been placed.

The easiest way to transfer files secure and safe

Dear reader,

All the needed signatures have been placed on the documents.

What to do now?

You can download the signed document and receipt when logged in to mSafe. Copy the link below in your browser to go to mSafe.

Click the button below to go to mSafe to download the document.

Login to mSafe

6. Downloading the digital signed package

Go to your share. You will see the option to download the package on the ‘Sign’ tab. This download also contains the transaction document; proof that the document has been signed.

Sign files

Shared Files

Sign

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All your sign packages

Files to sign

Download package

Delete package

File name	Share date	Retention...	Size
mSafe Quickstart Guide (1).pdf	Apr 30, 2020	Jul 29, 2020	504.25 KB

mSafe Quickstart Guide (1)

PDF File

Transaction document for mSafe Quickstart Guide (1)

PDF File