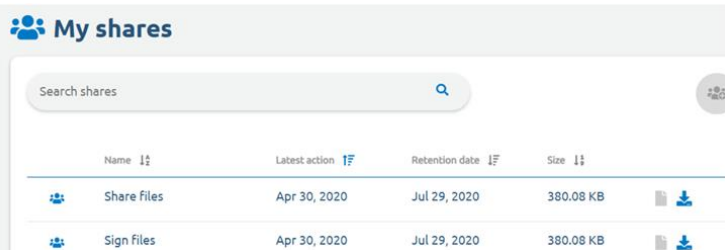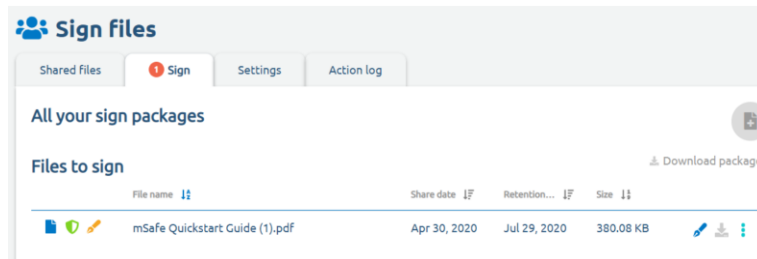### 1. Login to mSafe
You have received an email from mSafe to digitally sign a document. Click the button 'Login to mSafe' and log in with your credentials and the additional verification.
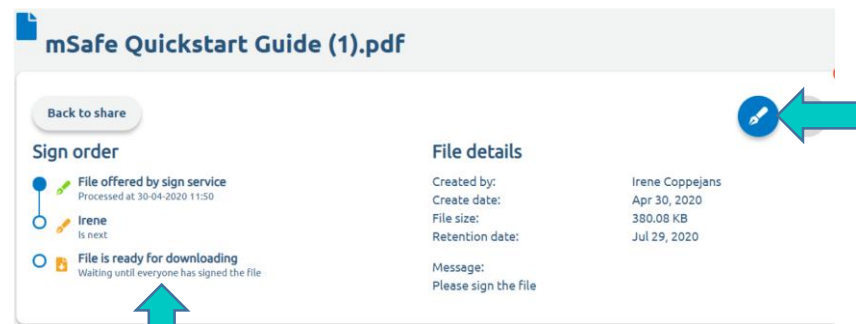You will now see the shares you have access to.

👥 **My shares**

	Name	Latest action	Retention date	Size		
👥	Share files	Apr 30, 2020	Jul 29, 2020	380.08 KB	📄	⬇
👥	Sign files	Apr 30, 2020	Jul 29, 2020	380.08 KB	📄	⬇

2. Sign
Enter the correct room and go to the 'Sign' tab in the room. Click on the document to be signed.

👥 **Sign files**

Shared files | **① Sign** | Settings | Action log

All your sign packages

Files to sign ⬇ Download package

| File name	Share date	Retention...	Size		
📄🛡✏ mSafe Quickstart Guide (1).pdf	Apr 30, 2020	Jul 29, 2020	380.08 KB	✏ ⬇ ⋮

3. Sign – details
You will now see the details of the document to be signed. You will see that the document is waiting for signature. Click the button to sign it.

mSafe Quickstart Guide (1).pdf
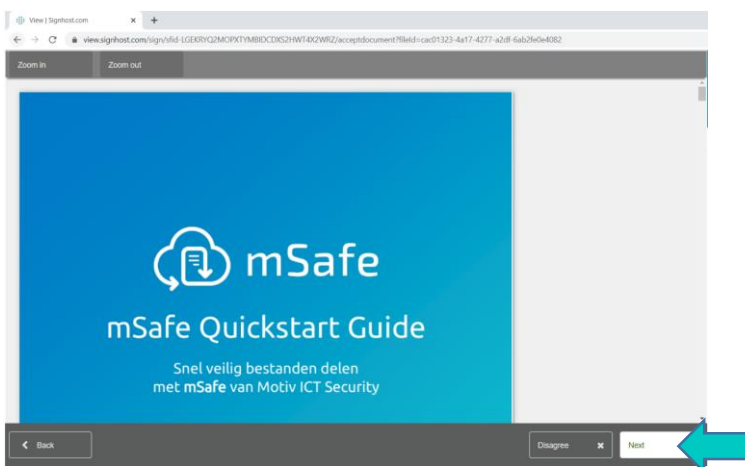
Back to share

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

Here you can see that the file is ready to sign

4. You are leaving mSafe
You will be notified that you will be redirected to ondertekenen.nl. Click on 'Continue'.

You are leaving mSafe
In order to sign this file you will be temporarily redirected to ondertekenen.nl.

Cancel | **Continue**

☁ **mSafe**
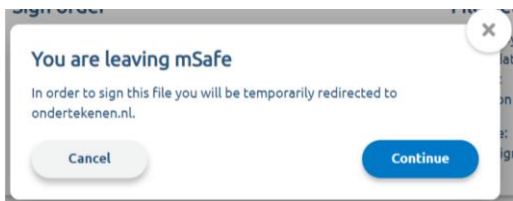
The easiest way to transfer files secure and safe

7. Back to mSafe
You will be redirected to mSafe. Go to your share; you will see that the file is signed. You can also download the file.

mSafe Quickstart Guide (1).pdf

Back to share

Sign order
- File offered by sign service
  Processed at 30-04-2020 14:33
- Irene
  Signed at 30-04-2020 14:33
- File is ready for downloading
  File is ready for downloading

File details
- Created by: Irene Coppejans
- Create date: Apr 30, 2020
- File size: 504.25 KB
- Retention date: Jul 29, 2020
- Message: Please sign the file

Here you can see that the file is signed

Click here to download the file

5. View the file
You can now read the file to be signed. Read the document and click on 'Next'.

☁ **mSafe**

mSafe Quickstart Guide

Snel veilig bestanden delen
met **mSafe** van Motiv ICT Security
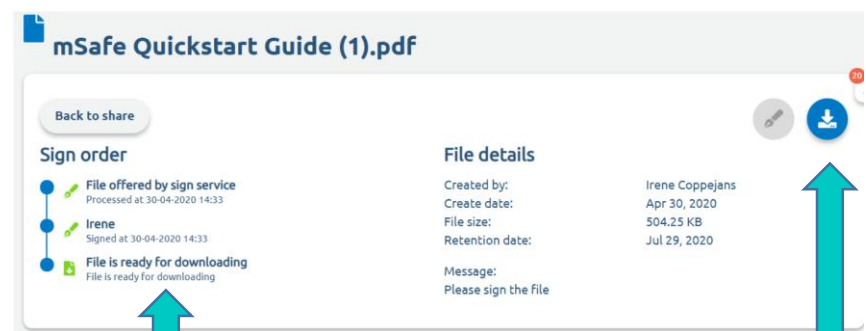
Back | Disagree ✕ | Next

6. Sign with SMS-code
You will receive a text message containing the code to sign. Enter this code and click on 'Sign'. You have now digitally signed the document.

view.signhost.com/sign/sfid-LGEKRYQ2MOPXTYMBIDCDXS2HWT4X2WRZ/smsVerification

Sign with SMS-code

You are about to sign the document "mSafe Quickstart Guide (1).pdf".

Enter the verification code that you have received on your phone to confirm.

Telephone number
+31623232802

Verification code
sending › en route › delivered

| | No code received? |

Back | **Sign** ✓