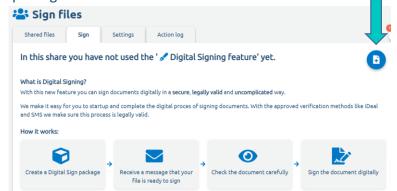
1. Login to mSafe and create a new share

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'.

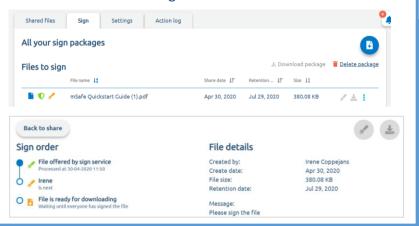
2. Create a digital signing package

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



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.

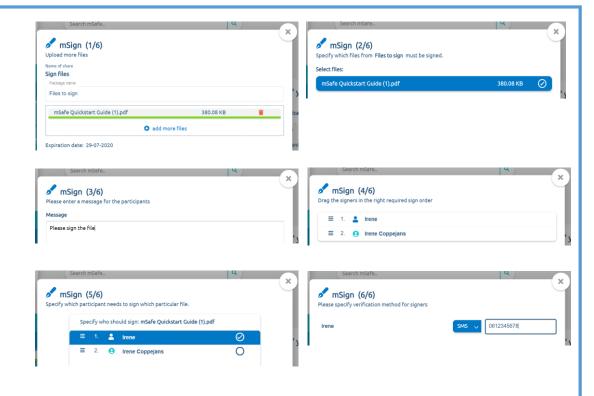


3. Create a digital signing package in 6 steps

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.



(1) mSafe

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.



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.

