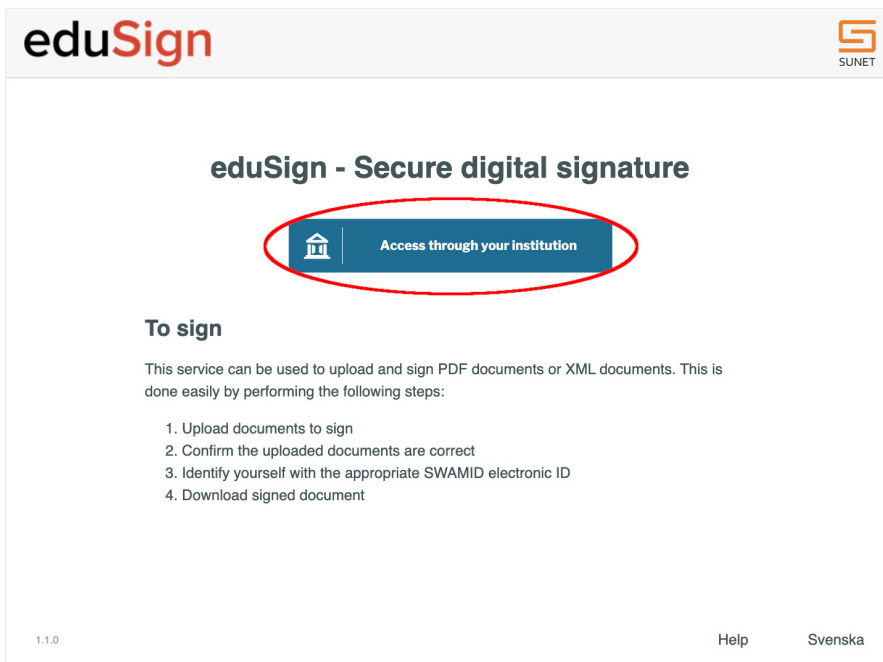


Login and sign a document with eduSign

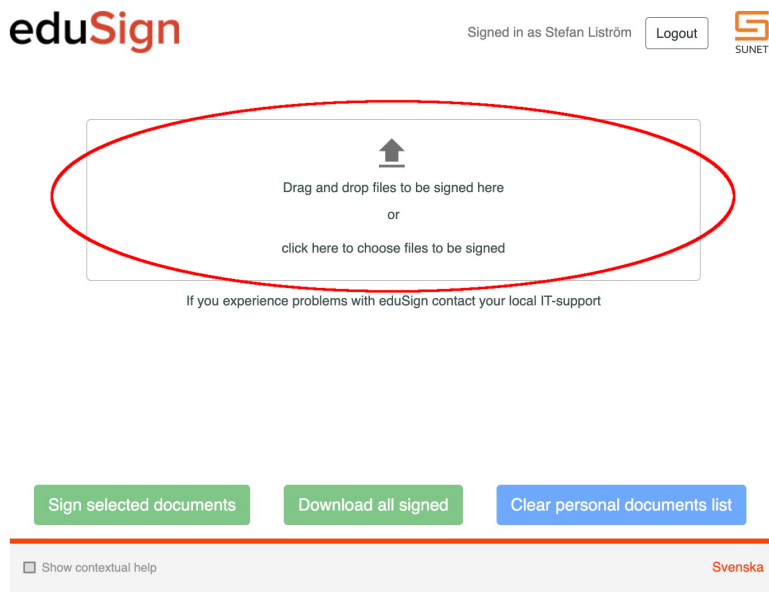
1. Go to edusign.sunet.se and login to the service by clicking on the blue login button.



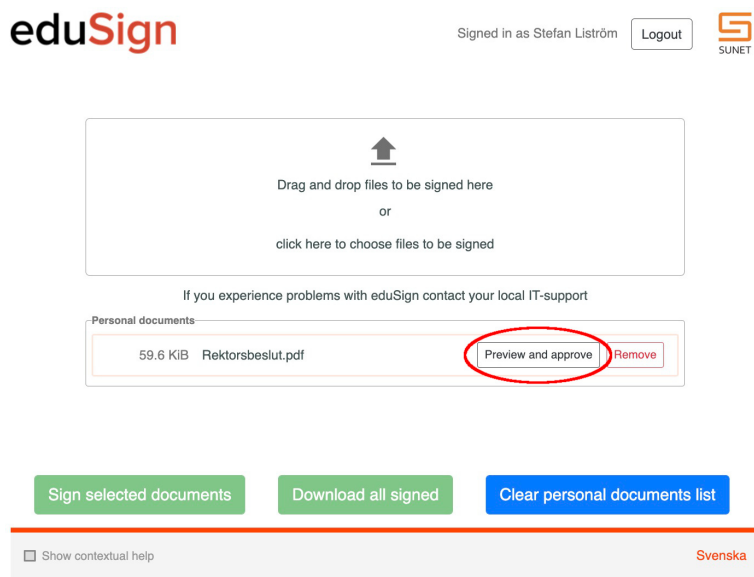
2. If this is the first time you login to eduSign you will be asked to search for the organisation you are affiliated with. All organisations within [eduGAIN](#) (including [SWAMID](#)) can login to eduSign.

This screenshot displays the institution search interface. It starts with a building icon and the text 'Access to SUNET eduSIGN Service'. The main section is titled 'Find Your Institution' with the prompt 'Your university, organization or company'. A search bar with a magnifying glass icon is provided for input. Below the search bar, examples of valid inputs are listed: 'Science Institute, Lee@uni.edu, UCLA'. At the bottom, there is a checked checkbox for 'Remember this choice' and a link to 'Learn More'.

3. After you have logged in to the service you can upload the documents that you want to sign by clicking on the large rectangle or dragging document onto it. Note that only organisations that have a contract to use the service with Sunet can actually upload documents in the service.



4. When you have uploaded a document you need to "Preview and Approve" the document to ensure that it is the right document you will be signing. Note that if your document has more than one page you have to go to the last page of the document to be able to approve it.



5. Once you have approved the document you can choose to sign it. You will be redirected to your Identity provider again to ensure it is really you signing the document.
Note that the checkbox to the left of the document needs to be selected for you to be able to click on the "Sign selected documents" button.

The screenshot shows the eduSign web interface. At the top, the logo "eduSign" is on the left, and "Signed in as Stefan Liström" with a "Logout" button and the SUNET logo are on the right. The main area has a large box with an upload icon and the text "Drag and drop files to be signed here or click here to choose files to be signed". Below this is a link: "If you experience problems with eduSign contact your local IT-support". A section titled "Personal documents" contains a table with one row: a checked checkbox, "59.6 KiB", and "Rektorsbeslut.pdf". To the right of the table are buttons for "Other options" and "Remove". Below the table are three buttons: "Sign selected documents" (highlighted with a red circle), "Download all signed", and "Clear personal documents list". At the bottom, there is a footer with "Show contextual help" and "Svenska".

6. After you have signed the document you can choose to download the document.

This screenshot shows the same eduSign interface as the previous one, but after the document has been signed. The "Sign selected documents" button is no longer highlighted. In the "Personal documents" table, the "Download (signed)" button is now highlighted with a red circle. The "Signed by:" field now displays "Stefan Liström <steli@sunet.se>". The rest of the interface, including the top navigation, the main upload area, and the bottom footer, remains the same.

More information

You can view more information about signing documents in eduSign in the following video

- [How to sign and invite others to sign documents in eduSign](#)