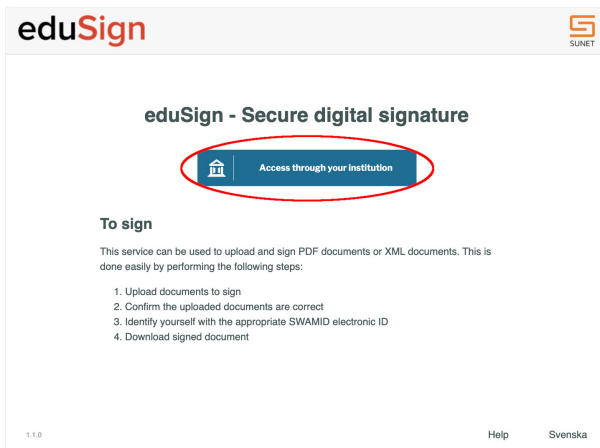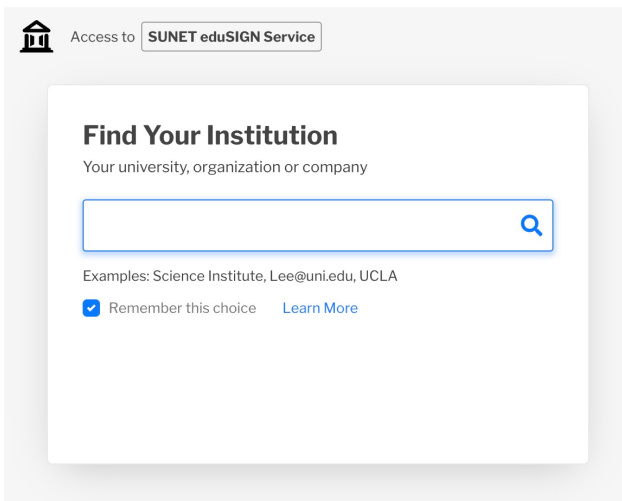# Being invited to sign a document in eduSign

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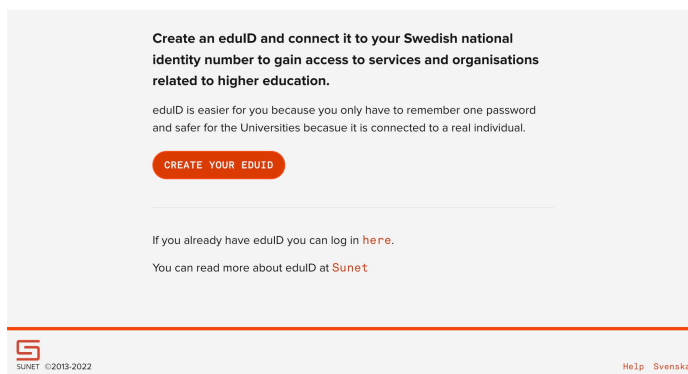

2. If this is the first time you login to eduSign you will be asked to search for the organisation you are affiliated with.
All organisations within eduGAIN (including SWAMID) can login to eduSign.

   a. If you are not affiliated with an organisation within eduGAIN you can create an eduID account and connect the e-mail you were invited with to that eduID.
   eduID is an identity service offered by Sunet that is part of SWAMID and can therefore also be used to login to eduSign.
   If using eduID to login to eduSign you should search for "eduID Sweden" as institution in the search box shown in the picture above.

3. Once you have logged in to eduSign you need to Preview and approve the document you have been invited to sign to ensure that the document is correct.

eduSign

Signed in as Stefan Liström   Logout   SUNET

⬆️

Drag and drop files to be signed here

or

click here to choose files to be signed

If you experience problems with eduSign contact your local IT-support

Documents you are invited to sign

59.6 KiB   Rektorsbeslut.pdf   Preview and approve   Decline Signature

Invited by: Stefan Liström <steli@sunet.se>.

Sign selected documents   Download all signed   Clear personal documents list

☐ Show contextual help   Svenska

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4. After you have previewed and approved the document you have the possibility to download the preview of the document to be able to make more detailed comparisons if needed.

eduSign

Signed in as Stefan Liström   Logout   SUNET

⬆️

Drag and drop files to be signed here

or

click here to choose files to be signed

If you experience problems with eduSign contact your local IT-support

Documents you are invited to sign

☑ 59.6 KiB   Rektorsbeslut.pdf   Other options ▼   Decline Signature

Invited by: Stefan Liström <steli@sunet.se>.

Preview

Download (draft)

Sign selected documents   Download all signed   Clear personal documents list

☐ Show contextual help   Svenska

5. Once you are satisfied that the document is correct and you want to sign it you need to ensure that the checkbox for the document is selected and then press the "Sign selected documents" button. You will then be redirected to verify your identity at your Identity provider again to ensure it is you who is signing this document.

6. After you have signed the document you will be able to download the signed document. Note that this is not necessarily the final version of the signed document as other parties might have to sign the document too. Also note that once you have signed the document and refresh the application (e.g. refresh the browser) the document will disappear from your eduSign account. It is only the person who invited you that will keep the final document in their eduSign account and are responsible for distributing it.