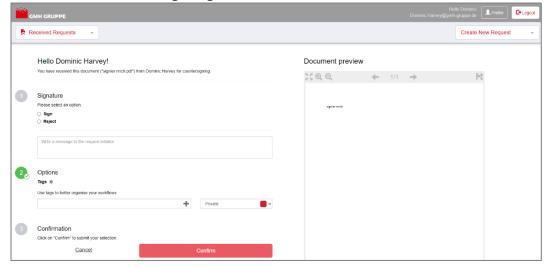# electronic signature

Procedure for signing electronic documents

1. Signature request via email

2. By clicking on the included URL, you will be directed to the corresponding document via the FP Sign login.

Systems
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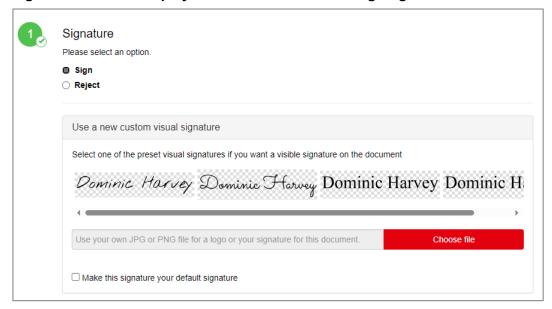
electronic signature

Procedure for signing electronic documents

3. **Select the option 'Signature on the left side under point 1, after which possible signatures will be displayed that can be used for signing.**

Optionally, under the 'Choose file' button, you can use your own signature that has been scanned and saved as a graphic file. It makes no difference whether you use a scanned or a predefined signature here. Both are legally equivalent.

4. **Click on the desired visible signature, after which it will be displayed on the right side in the document preview.**

5. **Drag the signature within the blue box to the location in the document where you want to place the signature. If you hover the mouse cursor over the right/bottom blue line, you can adjust the size of the signature.**

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electronic signature
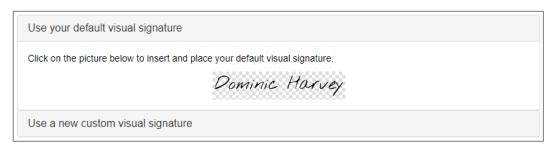
Procedure for signing electronic documents

6. **As soon as you hover the mouse cursor over the blue signature field, a trash can symbol will also be displayed, with which the signature field can be removed.**

7. **Once the size and position are adjusted accordingly, click on the blue checkmark within the signature field.**

8. **If multiple signatures per document are required, navigate to the appropriate page where another signature needs to be placed using the navigation arrows within the document preview after clicking on the blue checkmark of the first signature.**
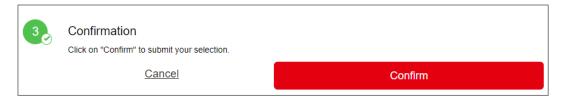

   Click again on the standard signature displayed on the left side.

   Then follow the instructions as mentioned under point 5.

9. **Now scroll down the page to point 2 "Confirmation" on the left side. Click on the red 'Confirm' button there.**

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electronic signature

Procedure for signing electronic documents

10. **For a qualified electronic signature, you will now additionally be asked to enter a 6-digit TAN to complete the signature process. You will receive this TAN via SMS on the mobile device whose phone number you had provided during registration.**

11. **After successful entry of the TAN, the document was signed with a qualified signature, after which the initiator of the signature process is notified.**

Do you need help or have questions?
Feel free to contact the GMH Systems Service Desk at
+49 (0)5401 33919-43, by email at support.systems@gmh-gruppe.de
or via the TickX customer portal.

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