QUALIFIED ELECTRONIC SIGNATURES
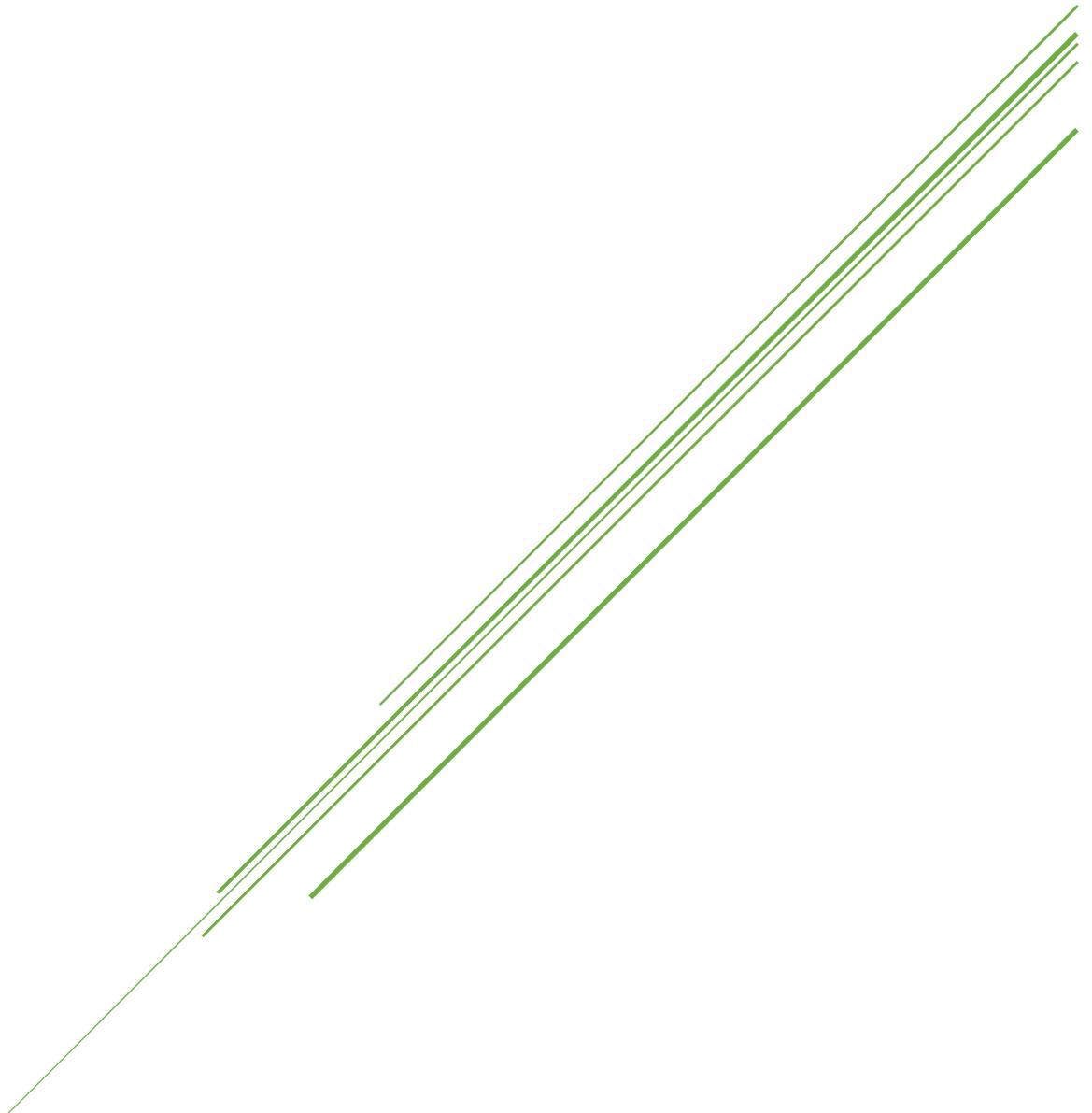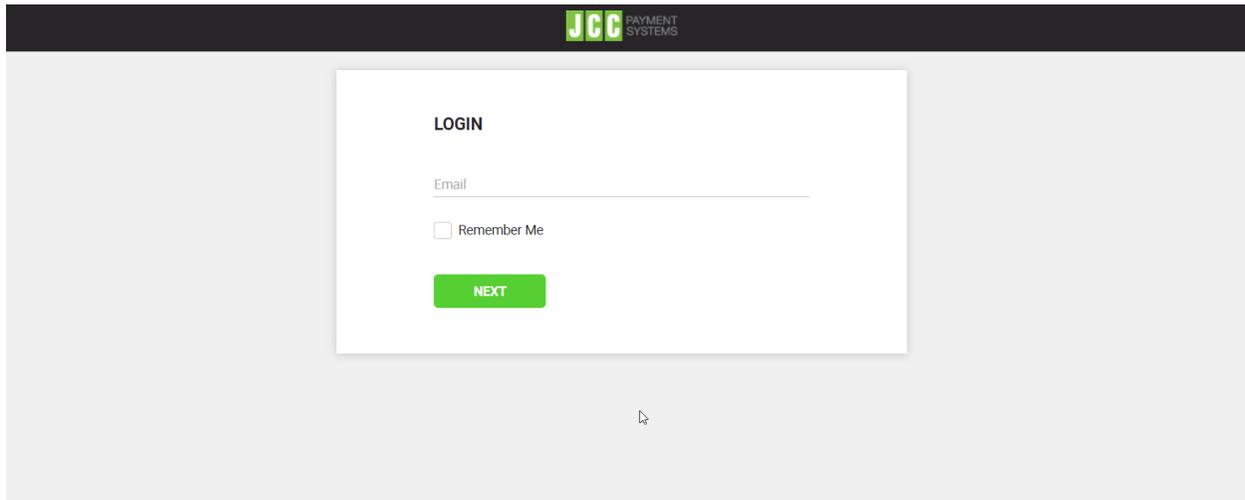
Signing with a Qualified Electronic Signature

1. Using any browser visit JCC Signing Portal https://sign.jcc.com.cy

2. Enter your email and click on "NEXT"

3. Enter your certificate password and click on "LOGIN"
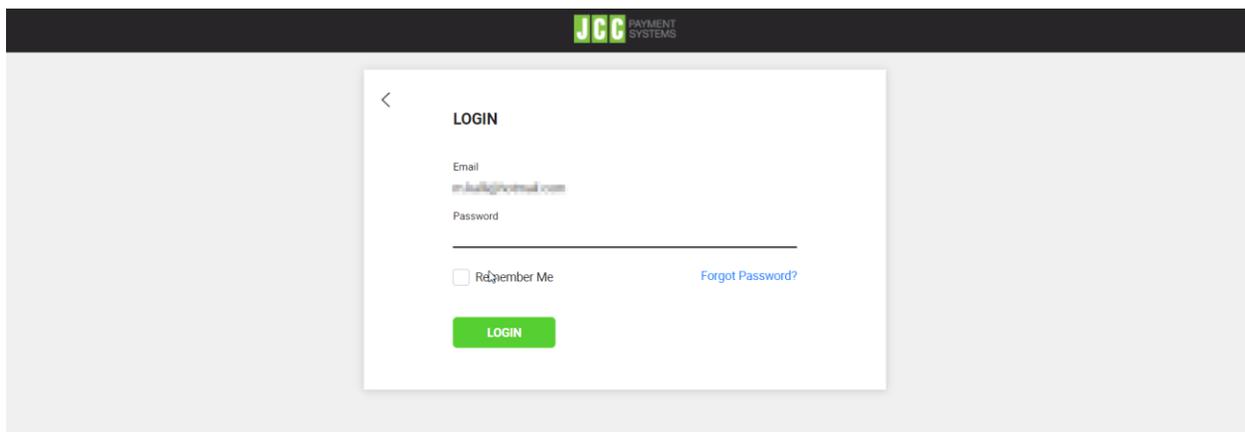
4. Click on "**New Workflow**" select the document that you want to sign.
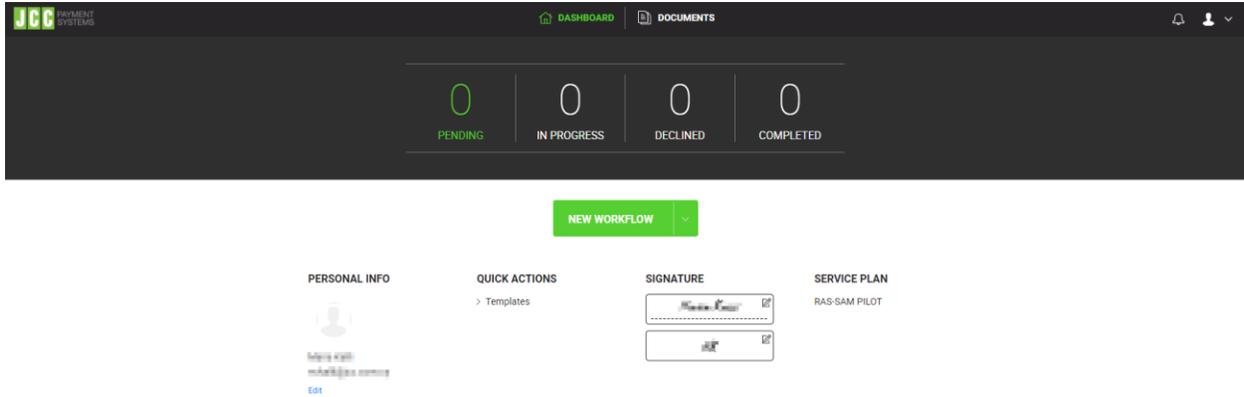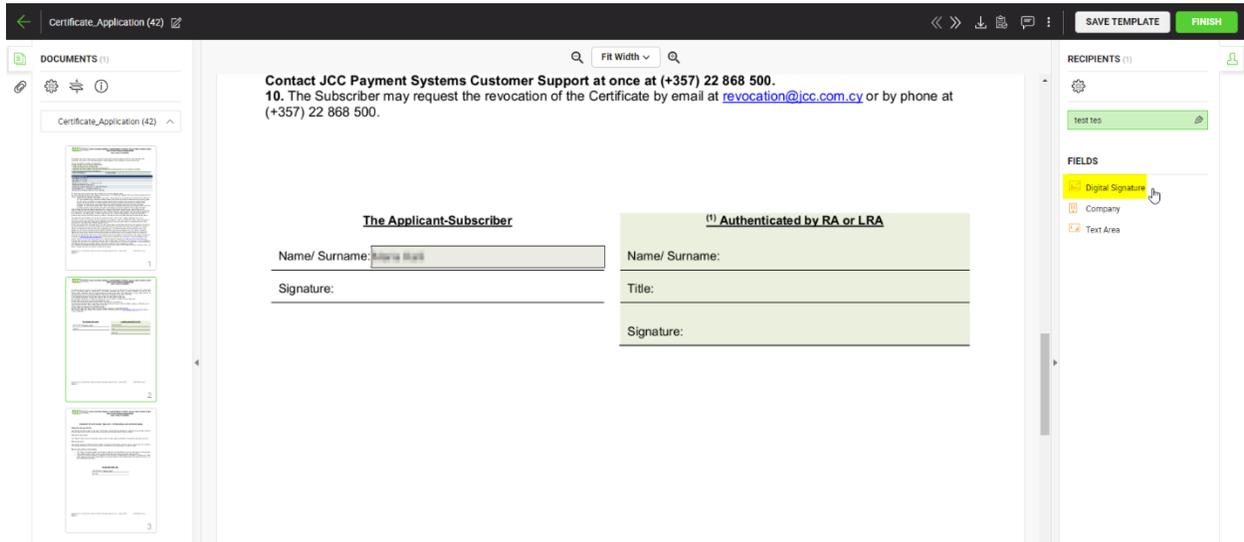

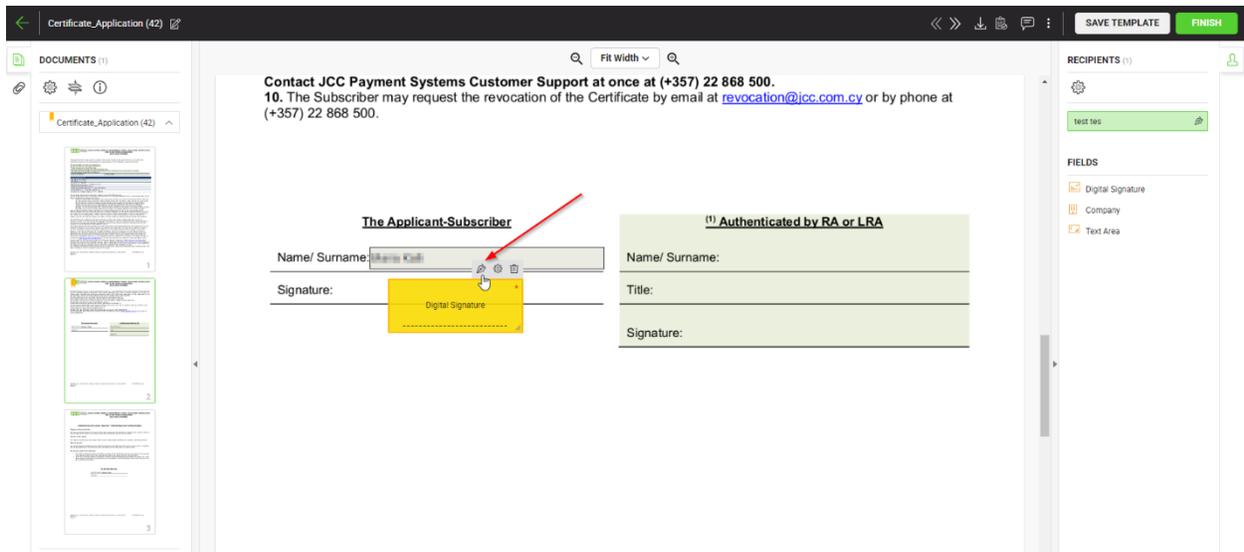**5.** Choose the document you want to upload and sign

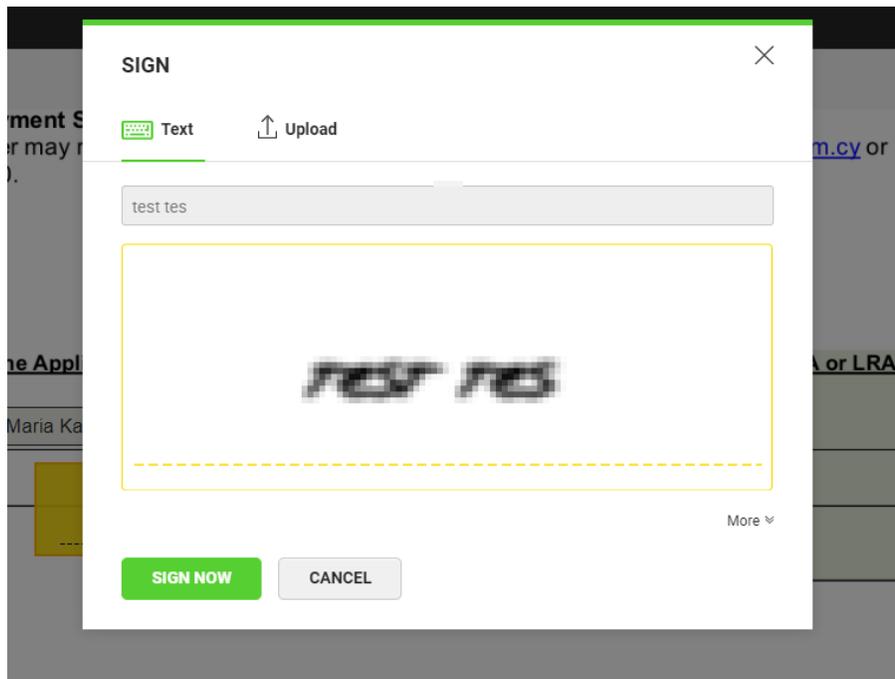**6.** As soon as the document is uploaded, click on "Next"

7. Choose the document page that you wish to sign and click on "Digital Signature"
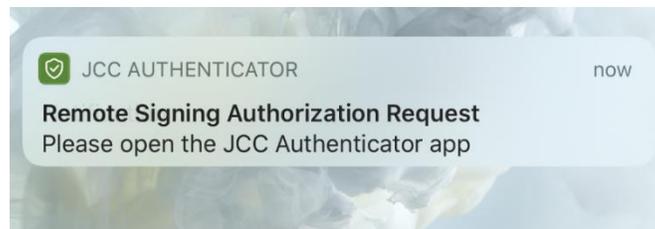

8. Specify where you want to place the signature and click on signature icon.
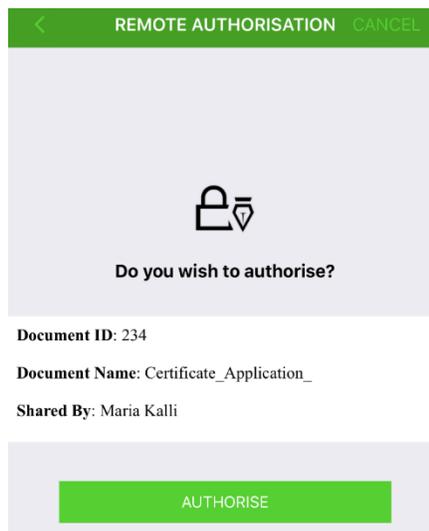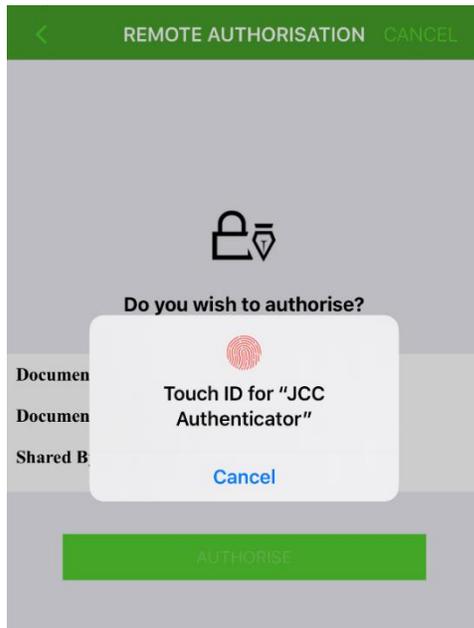
9. Click on "SIGN NOW"

10. Click on the push notification received on your mobile device.

11. Click on "AUTHORISE" to authorize the placement of your electronic signature.

12. Enter your fingerprint, passcode or pattern

13. Your signature has been placed. Download your signed document and click on "Finish"