

QUALIFIED ELECTRONIC SIGNATURES

Signing with a Qualified Electronic Signature

Office Address: 1 Stadiou Str., 2571 Nisou Industrial Area Nicosia, Cyprus **Tel:** +357 22 868500 **Web:** http://www.jcc.com.cy

- 1. Using any browser visit JCC Signing Portal <u>https://sign.jcc.com.cy</u>
- 2. Enter your email and click on "NEXT"

LOGIN	
Email Remember Me	
NEXT	
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3. Enter your certificate password and click on "LOGIN"

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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"

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

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8. Specify where you want to place the signature and click on signature icon.

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9. Click on "SIGN NOW"

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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

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Do you wish to authorise?	4 5 0 GHI JKL MNO
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13. Your signature has been placed. Download your signed document and click on "Finish"

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