

# *Danske Bank Digital Signing Instruction*

*Procurement & Premises, 2022*

## *Table of contents*

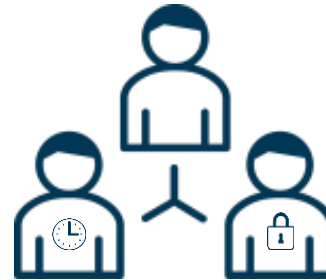
Benefits of Digital Signing	Page 3
Access documents with e-mail & SMS code	Page 4
How to sign contractual documents?	Page 5
How to reject signing of the contract?	Page 6
Contact Information	Page 7

## *Benefits of Digital Signing*

Contracts can be signed digitally in Danske Bank by using our software system OneSpan Sign.

Benefits of the esign system:

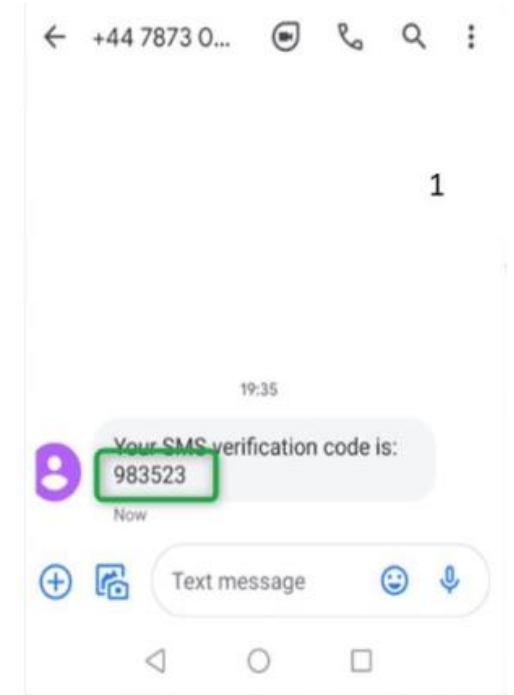
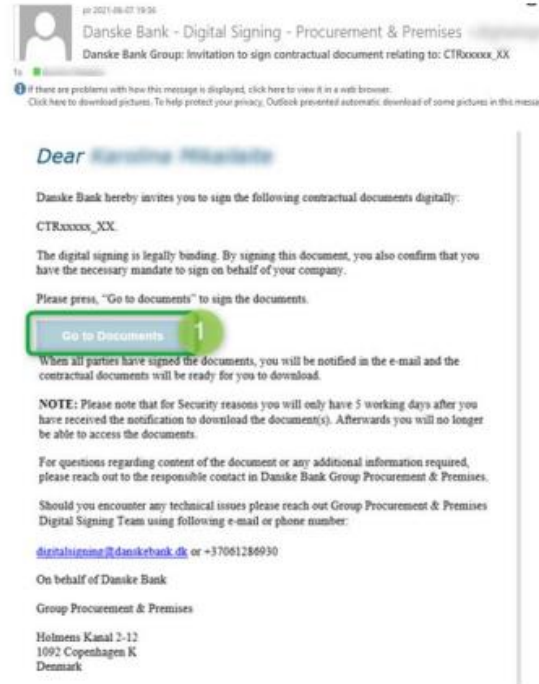
- ✓ Signing process is intuitive and easy;
- ✓ Strong Identity Assurance;
- ✓ Compliant and secure electronic signature;



# Access documents with e-mail & SMS code

How to access the documents:

1. You will receive an **e-mail** from "Danske Bank Digital Signing - Procurement & Premises" with a link to the signing portal (See a part of the notification e-mail on the right);
2. For Identity Assurance you will receive a **SMS** to your mobile phone with a 6 digits code;
3. Click on the link "Go to documents" in email; **1**
4. After clicking, you will need to enter 6 digits code to securely access documents; **2**
5. Press "Login" **3**
6. You will then be taken to Web page, where you will be able to review documents.



## 2. SMS passcode entering step:

Signer login

Enter the SMS passcode that was sent to your mobile phone (xxxxx: ) in order to securely access your transaction.

Passcode

 **2**

[Need a new SMS passcode?](#)

**3**  
LOGIN

# How to sign contractual documents?

1. After reviewing documents click on “Next” **1** button on the left, you will be then directed to signature placeholder;
2. Click „Sign“; **2**
3. Once signed, click “Confirm” **3** - Congrats, you have successfully signed!

The screenshot displays the OneSpan Sign web interface. On the left, a sidebar shows a document titled 'DOCUMENTS (1)' with a 'DOWNLOAD ALL' button. The main area is titled 'Signatures required' and contains a blurred document preview. Below the preview, there are two columns of signature fields. The first column is for 'Signed for and on behalf of Danske IT:' and the second is for 'Signed for and on behalf of the Supplier:'. Each column includes fields for Signature, Printed name, Title, and Date. A 'SIGN' button is positioned over the 'Printed name' field of the Supplier section. At the bottom, a message reads 'Please confirm to complete signing' with a 'CONFIRM' button.

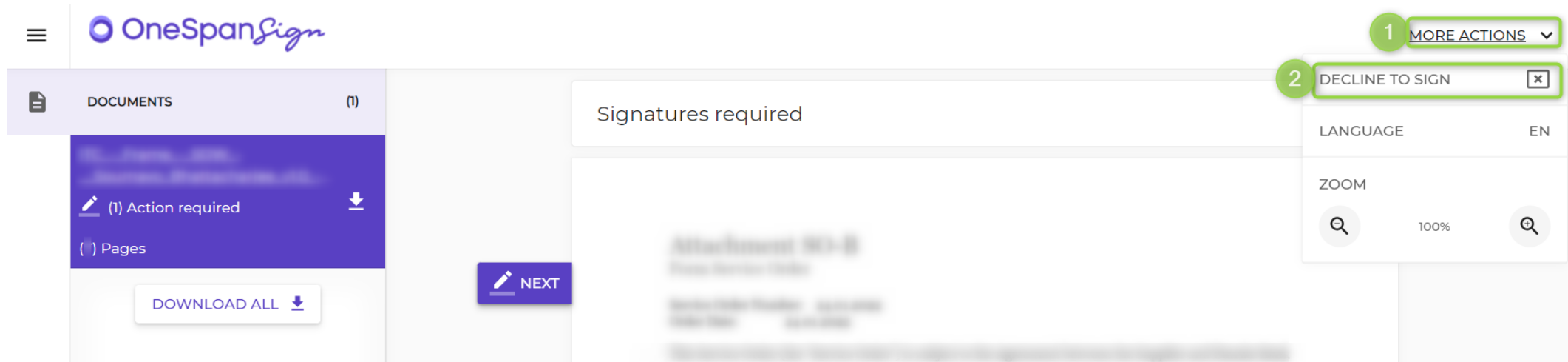
**1** (Next button)

**2** (Sign button)

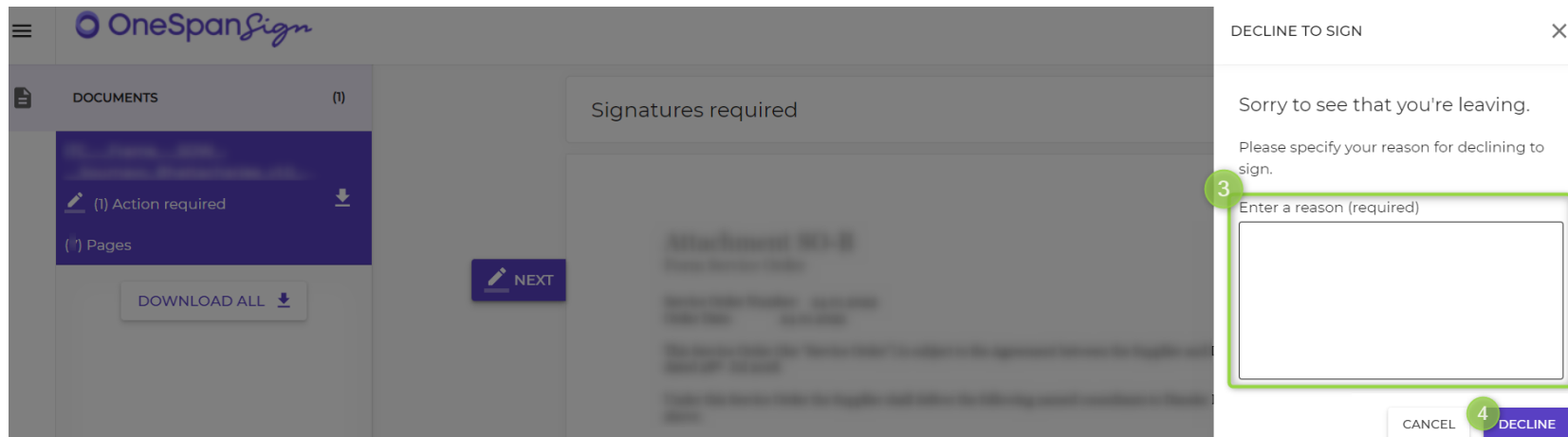
**3** (Confirm button)

# How to reject signing of the contract?

1. Press “More Actions”, which can be found on the left;
2. Choose “Decline to Sign” in the dropdown;



3. Enter the reason and press “Decline”;



## Contact Information

Should you have any questions, please feel free to contact Digital Signing Team:

Danske Bank Digital Signing Team  
E-mail: [digitalsigning@danskebank.dk](mailto:digitalsigning@danskebank.dk)  
Phone number: +370 6 1286930

Please note that the communication will be in English