

AtomiSign: New Signing Request

There are couple things that you should notice before making the new signing request:

- AtomiSign has 30 min time limit, after which the program returns to the login view. The program does not make any intermediate storage, so you must start from the beginning.
- Prepare the document in advance and convert it to PDF format.
- Make sure that you have recipients' email addresses and phone numbers easily available.

New Signing Request

1. Open AtomiSign to your browser at <https://atomsign.fi/>
2. Select **Sign in with Microsoft**.
3. Press New Signing Request -button on the left side of the screen.
4. Title: Write a title to the signing request.
5. Date: Select the due date on which the document must be signed at the latest. You can change the date from the calendar icon.
6. Signing request tags: You can ignore these tags
7. Documents: Upload the document or more documents here.
8. Common Message: Write message to the email.
9. Authentication method: it is recommended to use SMS authentication. The participant will get an email and personal identification number via text message.
10. Signing order: Choose Parallel, then the signature order is irrelevant.
Sequential: specifying the order in which the signature shifts are progressing.
11. Signature placement: Select Additional signature page
12. Reminder date: If the participant has not signed the document by this date, the reminder will automatically be sent to the participant by email. It's not necessary to choose any date.
13. Language: Finnish, Swedish or English.
14. Participants: Add participant's given name, family name, email address and phone number. First add yourself if you're going to sign the document.
15. + Add participant: Add new participant.
16. Now you can send the signing request to the participants, press Send.
17. In the request email there is a link to the signing request. If the email does not appear in the Inbox also check the Spam folder.
18. Download the document to check it's ok. Press Authenticate. To get the One Time Password (OTP), press Get OTP. AtomiSign will send the OTP code to the given phone number. Enter the OTP code, press Verify. Press Sign now.
19. Once all participants have signed the document, AtomiSign will send an email to everyone. If you wish to view the signing request and download the signed documents, select the Open-button. Download the document.
20. AtomiSign is not an archive of documents. Download signed documents and save them according to the given instructions.
21. Then remove the documents from AtomiSign by selecting Delete behind the 3 dots.

← New Signing Request

Title

Title *

Write the title of the signing request

Date

Signing due to *
16.11.2023

Select the due date



Signing request tags

Signing request tags

Tags will help you to find this signing request later

Documents



Drop PDF-files here or click to upload

Common Message

Message to participants

This is the message people will receive via email

Options

AUTHENTICATION METHOD:

Light authentication

SIGNING ORDER:

Parallel

SIGNATURE PLACEMENT:

Additional signature page

REMINDER DATE:

dd.mm.yyyy



LANGUAGE:

Finnish

Participants

+ ADD PARTICIPANT

ADD FROM CONTACTS

1st Participant

=



Participant role

Signer

Given name *

Family name *

Email Address *

Phonenumber

+ +358

Organisation

Job title

Save to contact book

Additional settings

+ ADD PARTICIPANT

SEND

Following Signing request

1. Open AtomiSign to your browser at <https://atomsign.fi/>
2. Select **Sign in with Microsoft**.
3. Summary page contains
 - Author
 - Title of the request
 - Due date
 - Participants: number of signed participants, total amount of participants
 - Status of the request: Pending, Signed, Declined, Outdated