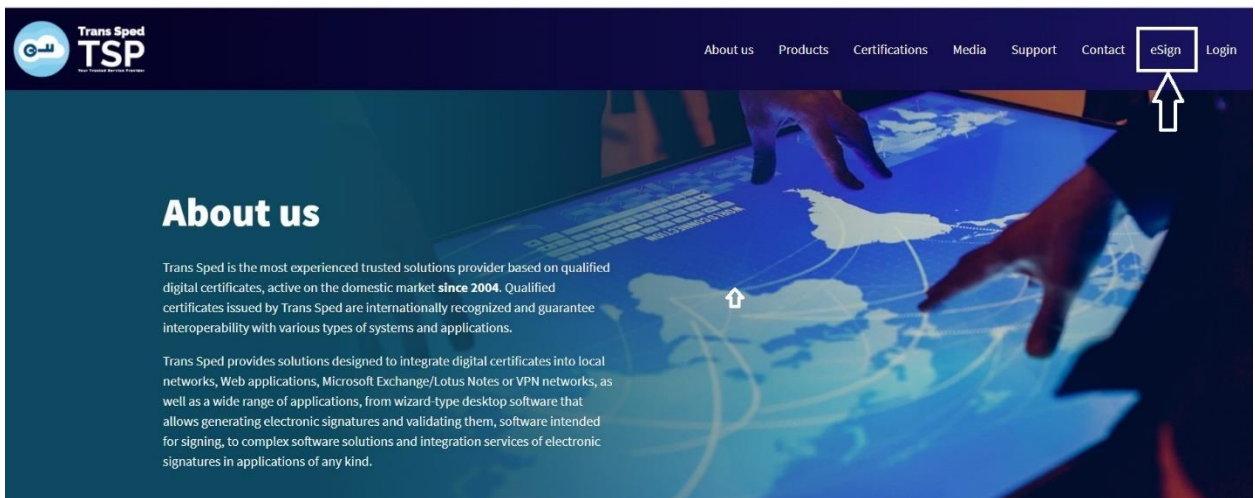




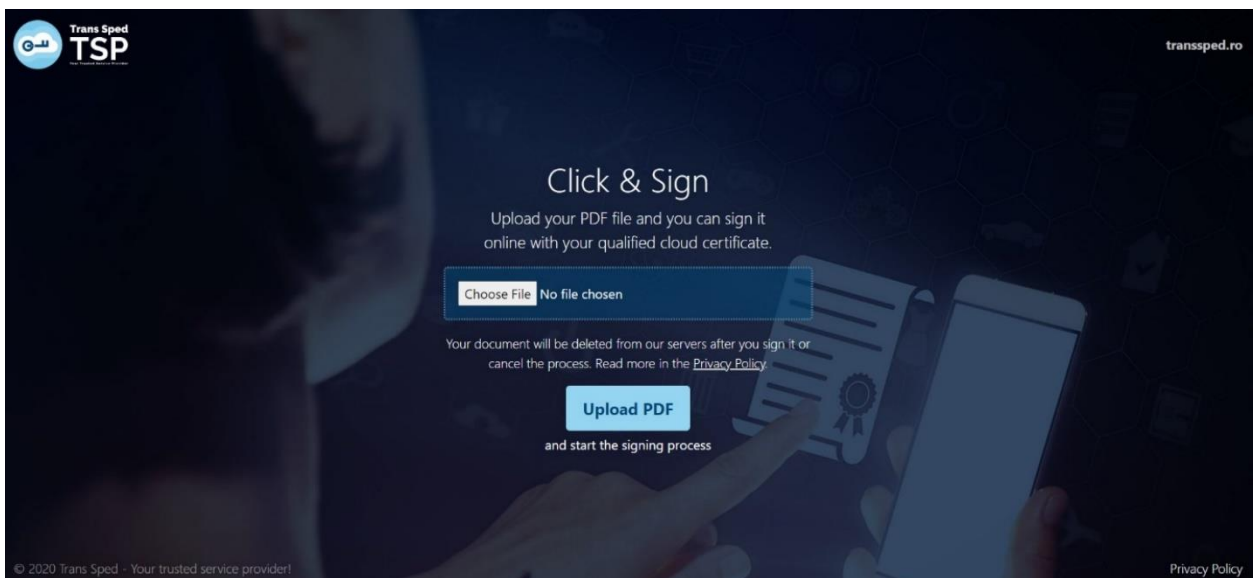
**SIGNING A PDF DOCUMENT USING THE CLOUD
QUALIFIED CERTIFICATE THROUGH ESIGN WEB
INTERFACE**

NOTE! The web interface can only be used for signing .pdf documents.

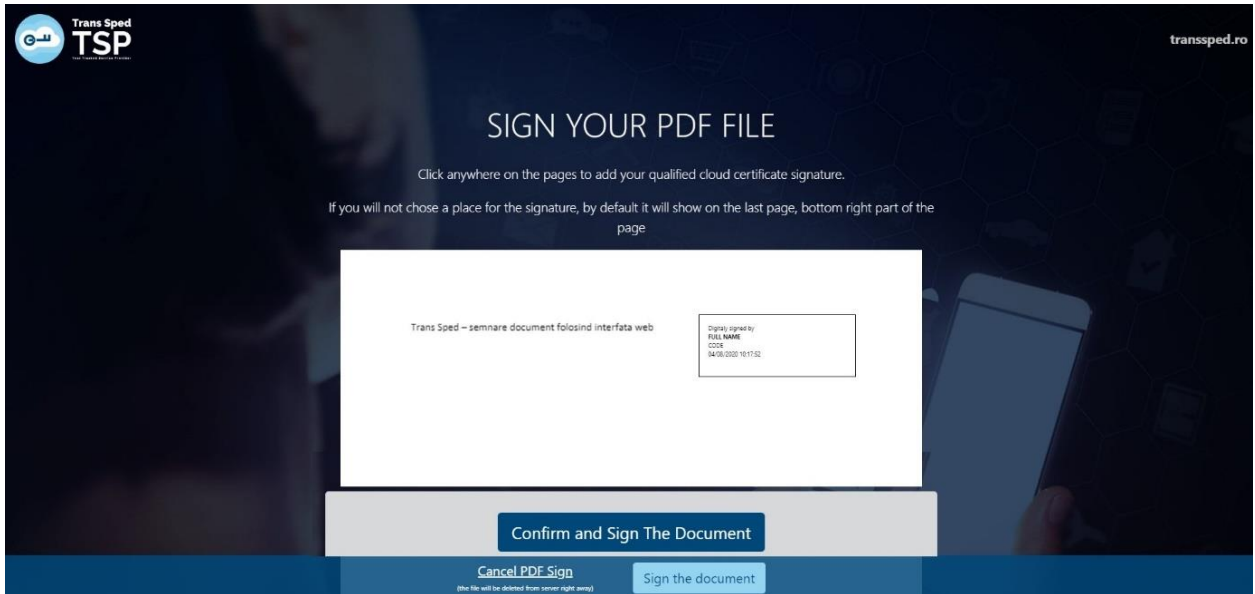
- To access the document signing web interface using the cloud qualified certificate access the link www.transsped.com
- From the main menu click on **eSign** button.



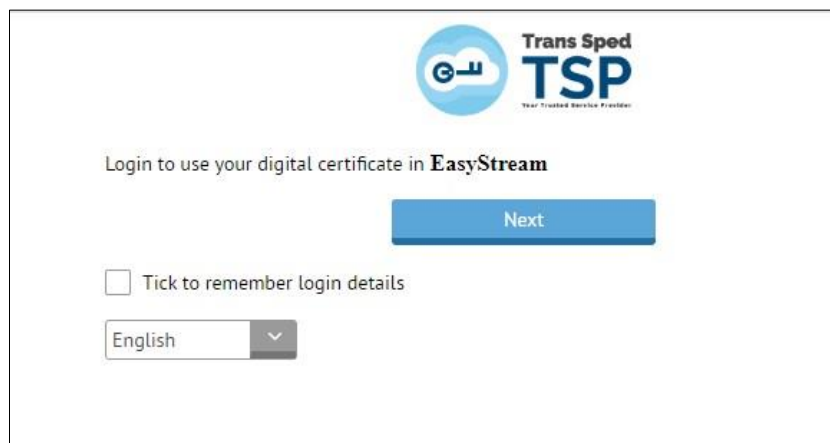
- The first step is to upload the document you want to sign. To do so, click **Choose File** and select the file and then click on **Upload PDF**.



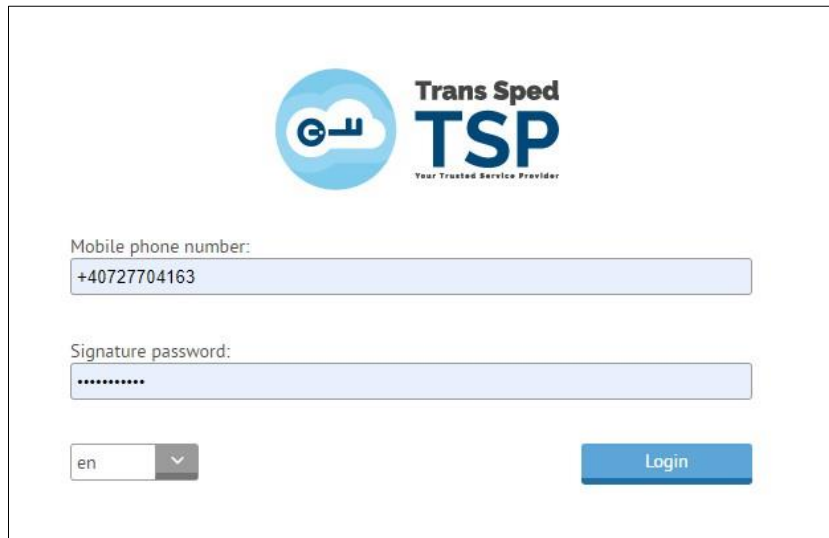
- Click anywhere on the pages to add your qualified cloud certificate signature. If you will not choose a place for the signature, by default it will show on the last page, bottom right part of the page.



- Once you have chosen the place where you want the signature to appear on the document, click on **Confirm and Sign the Document**.
- In the window that opens click on the **Next** button to use your digital certificate for signing.

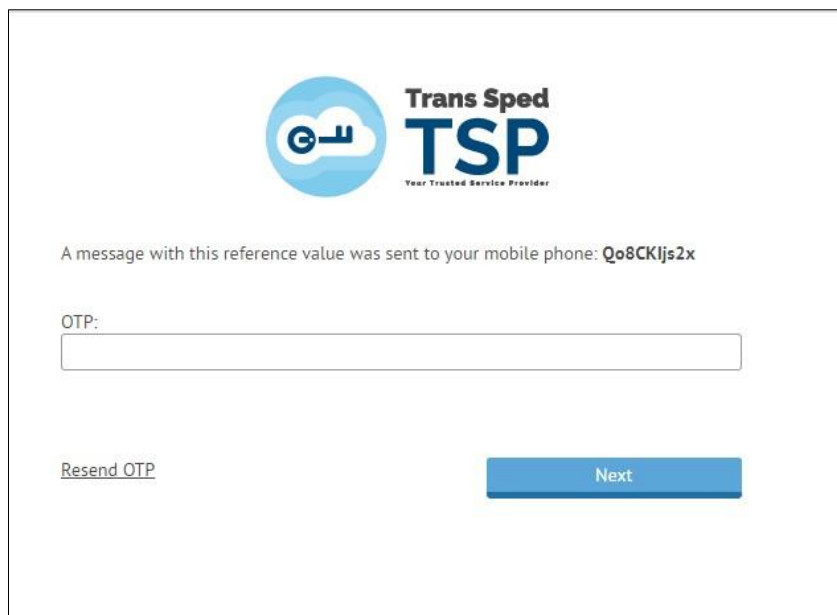


- On the new page, will be entered the necessary login data, as the telephone number declared at the registration of the certificate and the signing password set when the mobile certificate was issued.



The screenshot shows the login interface for Trans Sped TSP. At the top center is the logo. Below it, there are three input fields: 'Mobile phone number:' containing '+40727704163', 'Signature password:' with masked characters, and a language dropdown menu currently set to 'en'. A blue 'Login' button is positioned to the right of the password field.

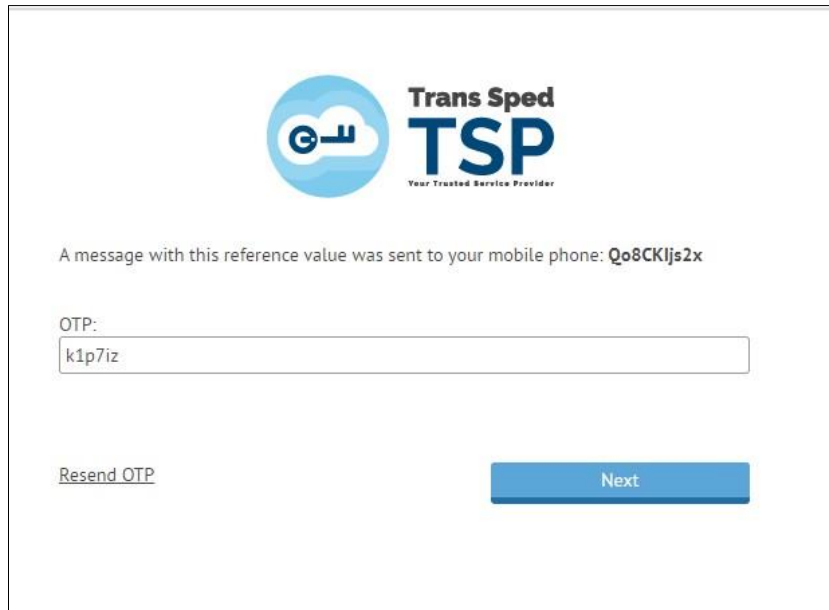
- After logging in, you will receive a message with OTP code required to sign the previously uploaded document.



The screenshot shows the OTP verification page. It features the Trans Sped TSP logo at the top. Below the logo, a message states: 'A message with this reference value was sent to your mobile phone: Qo8CKIjs2x'. There is an 'OTP:' label followed by an empty input field. At the bottom left, there is a 'Resend OTP' link, and at the bottom right, there is a blue 'Next' button.

- The message sent to the declared telephone number will have the form:
Message for signing:
Validity: 3 minutes
Reference value: XXXXXXXXXXXX
OTP: YYYYYY

- 6. Enter the **OTP Code** Received by SMS.



A message with this reference value was sent to your mobile phone: **Qo8CKIjs2x**

OTP:

[Resend OTP](#)

- 7. All available certificates will be presented and the one you want to sign will be chosen from the list by clicking on **the Send / Resend OTP** button next to the certificate.
- 8. Enter the Signing Password and the new OTP received via SMS and click on **Sign**.

Available Certificates 7

Choose one of the certificates by clicking on the **Send/Resend OTP** button in order to proceed.
The newly received OTP will be used on the signing process.

| | Issued to | Valid Until | Issued by | |
|----------------------------------|--------------------|-------------|--------------------------------|--|
| <input checked="" type="radio"/> | Mihaela Bunea-Savu | 13.02.2021 | Trans Sped Mobile eIDAS QCA G2 | <input type="button" value="Resend OTP"/> |
| <input type="radio"/> | MIHAELA BUNEA-SAVU | 03.06.2021 | Trans Sped Mobile eIDAS QCA G2 | <input type="button" value="Send/Resend OTP"/> |

Certificate Password

OTP

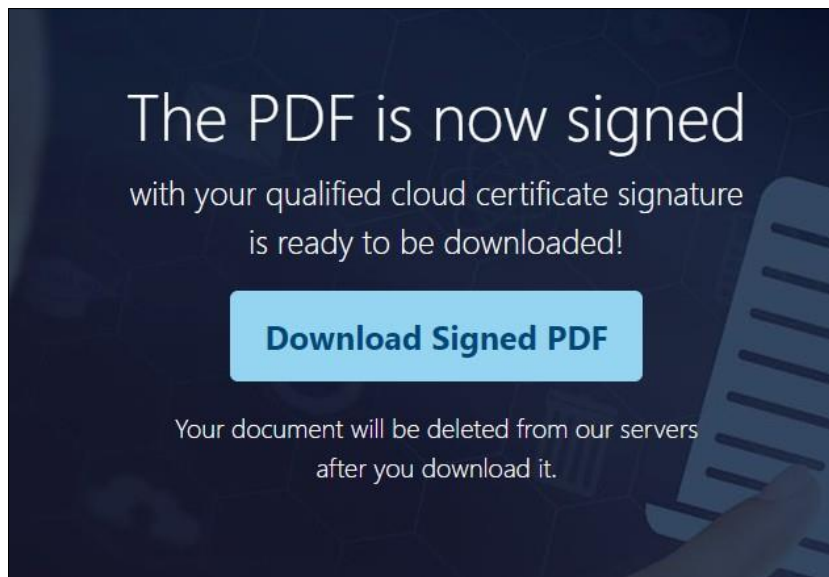
The password you used when you generated the certificate

We will identify you based on your phone number.
You just received a code on your phone.

Not **MIHAELA BUNEA-SAVU**? [Click here to logout](#)

(the file will be deleted from server right away)

- To download the signed document, click on **Download Signed PDF**.



- The following details regarding the applied signature will appear on the signed document:

