**User guide for sign by more persons**
Date of release: 19th of June 2020
Version: 3
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# User guide for sign by more persons

## Content

## 1. All persons have an electronic mailbox

How to proceed if a certain electronic submission, document or form need to be signed by several persons in the electronic mailbox, we will show below on the example of electronic submission via the General Submission service addressed to the test electronic mailbox of the National Agency for Network and Electronic Services.

Persons, who have a foreign means of electronic identification, as electronic mailbox is automatically created for them at the first login, can also use the procedure below. You can find more information in User guide for the use of the electronic mailbox.

**Step 1 -** In person, by phone, via SMS, e-mail, etc. find out the electronic mailbox number of the persons who need to sign the application. The mailbox number is situated in your electronic mailbox in the top right corner in mini profile after clicking on the arrow (Figure 1).
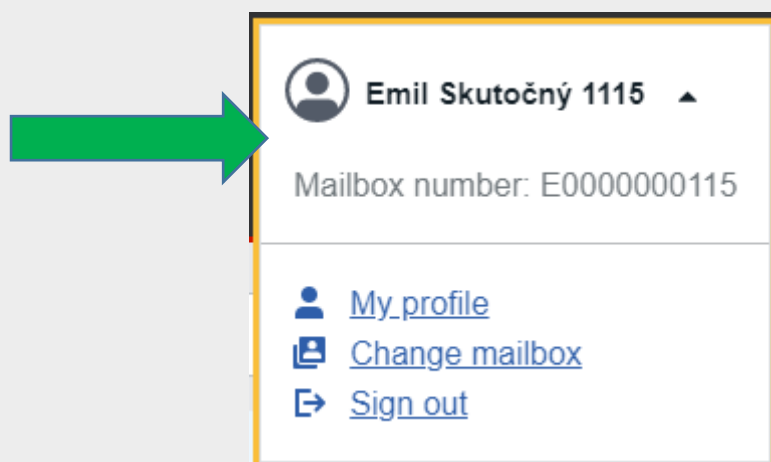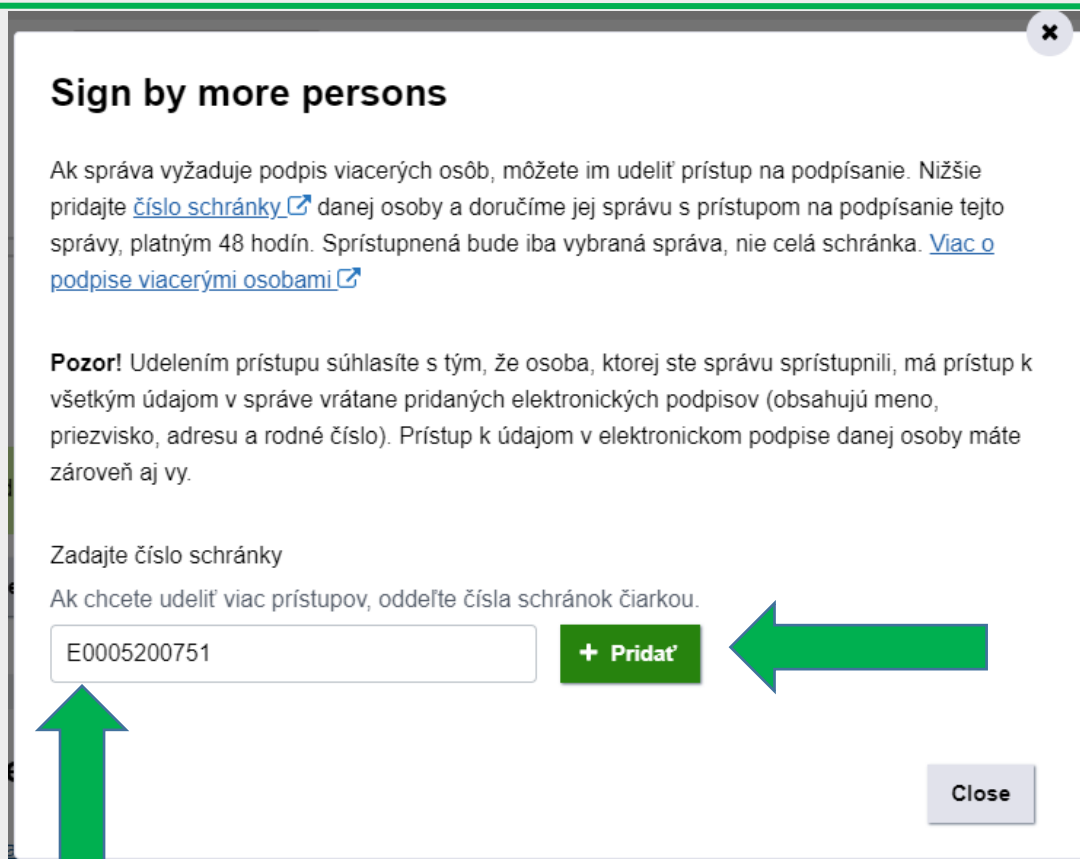


Emil Skutočný 1115 ▲

Mailbox number: E0000000115

👤 My profile
📇 Change mailbox
↪ Sign out

Figure 1 - Electronic mailbox number

**Step 2 -** Log in to the electronic mailbox on the portal https://www.slovensko.sk/en/title.

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**Step 3 -** Select the service via the green "Create message" button (located in the electronic mailbox on the top left corner), fill in the submission (,,Predmet´´ means Subject) or attach attachments, your signature, etc. and go to "Sign by more persons" below. (Figure 2).



Figure 2 – Sign by more persons

**Step 4 -** Enter the electronic mailbox number (letter E plus 10-digit number) in the field and click on "+ Pridať" (means Add).  It is possible to  add more electronic mailbox numbers (Fig. 3).

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**Sign by more persons**

Ak správa vyžaduje podpis viacerých osôb, môžete im udeliť prístup na podpísanie. Nižšie pridajte číslo schránky ⧉ danej osoby a doručíme jej správu s prístupom na podpísanie tejto správy, platným 48 hodín. Sprístupnená bude iba vybraná správa, nie celá schránka. Viac o podpise viacerými osobami ⧉

**Pozor!** Udelením prístupu súhlasíte s tým, že osoba, ktorej ste správu sprístupnili, má prístup k všetkým údajom v správe vrátane pridaných elektronických podpisov (obsahujú meno, priezvisko, adresu a rodné číslo). Prístup k údajom v elektronickom podpise danej osoby máte zároveň aj vy.

Zadajte číslo schránky

Ak chcete udeliť viac prístupov, oddeľte čísla schránok čiarkou.

E0005200751          + Pridať

Close

Figure 3 – Enter the electronic mailbox number

**Step 5 -** If you really want to grant access for signing, go to "Confirm". Enter the 6-digit security personal code (BOK). The signing access is granted.

**Step 6 -** Click on "Save message" (it will be shown in Drafts).

**Step 7 -** The person to whom you have granted access will receive a message in the electronic mailbox "Udelenie prístupu na podpísanie" (means Granting access for signing) containing a hyperlink (Figure 4). The validity of the granted access is 48 hours.

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Figure 4 – Granting access for signing (hyperlink)

**Step 8 -** Click on the hyperlink and the limited submission will open - the submission can be downloaded via the "..." (three dots) menu. The submission text cannot be changed. The signature is added via "Sign".

**Step 9 -** The D.Signer XAdES.NET application displays that the Document is not signed. It is necessary to click on "Sign", then select the certificate, click "OK" and enter the KEP PIN. The document will be signed successfully.

**Step 10 -** After signing, press "Dokončiť" (means Finish), which automatically cancels access to the message. Subsequently, a notification will be displayed whether the person with the granted access has added a signature, or whether he has downloaded the message / document (Figure 5). When you click the hyperlink again, you will only see the information "You do not have permission to view this message."

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Figure 5 – Dokončiť (Finish)

**Step 11 -** Autor of submission will find the message in the "Drafts". The electronic mailbox numbers that have been granted signing access are displayed above the submission. Through "Spravovať prístupy" (means Manage accesses) (Figure 6) he has the option to cancel the granted access via "Odobrať prístup" (means Remove access) (eg if the author of the submission entered an incorrect electronic mailbox number, etc.), but only on condition that the person has not signed yet and did not click "Finish".
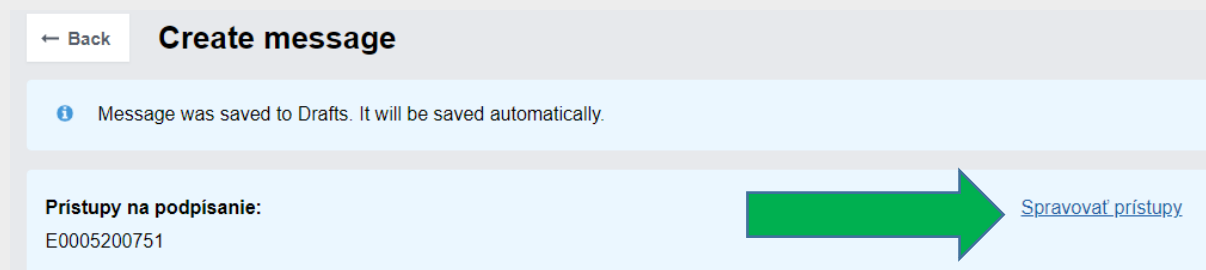


Figure 6 – Manage accesses

**Step 12 -** After adding the signature by the authorized person, a green box with the information "Signed" will appear in the submission. You can see the signature information via "Signature detail" (Figure 7).
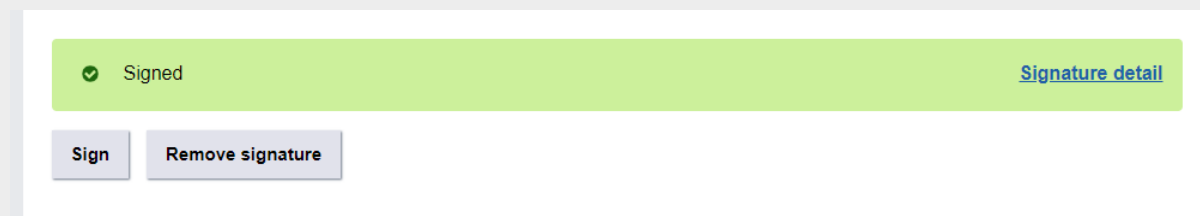


Figure 7 – Signature detail

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After clicking on "Signature detail" (Figure 7) or "Verify signatures", the result "Informative signatures verify result" will be displayed (Figure 8), where you can view and check the signatures, what document who signed, whether it is a valid signature and when the timestamp was added.



Figure 8 – Informative signatures verify result

**Step 13-** If all interested parties have signed the application, you can move to "Send".

## 2. Some persons do not have an electronic mailbox

The procedure below can be used in particular if you need to secure the signing of a submission or document by a person who does not have electronic mailbox because does not have an official or alternative authenticator or electronic identification device

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from another EU country, or electronic mailbox is set up, however, for any other reason, he cannot add signature directly in the mailbox.

**Step 1 -** Download the signed document from the electronic mailbox via the menu "..." (three dots) and the option "Download (.asice, ...)" (Figure 9).
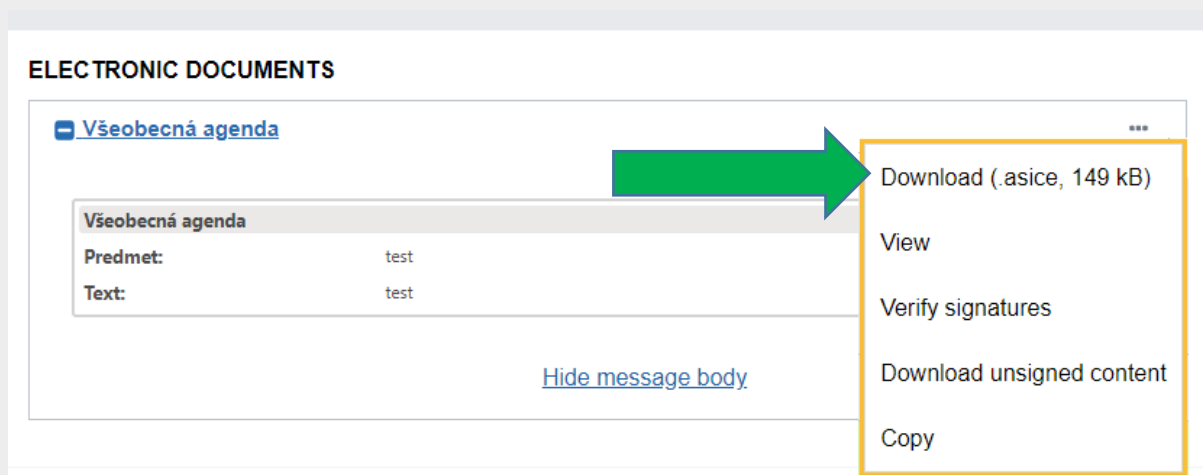


Figure 9 - Download a signed document

*Note:*
*You can also send an unsigned .xml file for signature to another person, but in this case it is necessary for this person to use an application that creates the XMLDataContainer format from XML data according to Appendix no. 7 Decrees on standards for information technologies of public administration. Otherwise, such a submission may not be accepted. The XMLDataContainer format does not allow you to create an e-mailbox directly, but is created before the signature is created.*

**Step 2 -** Then save the message in Drafts folder via the "Save message" button (Figure 10).

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Figure 10 – Save message in Drafts

**Step 3 -** Give the downloaded file (e.g. by e-mail, USB, etc.) to the person concerned for signing. The person must have an application that supports the addition of qualified electronic signatures in the ASiC-E XAdES Baseline profile format to existing signatures (according to the Commission Implementing Decision (EU) 2015/1506).

**Step 4 -** After successfully signing, the person should give/send the file with their added signature back in ".asice" or ".sce" format.

**Step 5 -** In the "Drafts" folder, find the concerned message and select "Edit message" (Figure 11).

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## Všeobecné podanie

FILLING

Modified date: **22.06.2020 20:46:27**
Recipient: **Národná agentúra pre sieťové a elektronické služby: Test**

**MESSAGE DETAIL**

Content of this message is **1 electronic document**.

**Edit message**

**ELECTRONIC DOCUMENTS**

■ Všeobecná agenda

Figure 11 - Editing a draft message

**Step 6 -** Via the menu "..." (three dots), select the option "Upload filled XML form" in the line "Electronic document" (Figure 12) and add the submitted signed document.

**Electronic document**

Download as PDF

Download filled XML form

Upload filled XML form

| Všeobecná agenda | |
| --- | --- |
| Predmet | Test |
| Text | Test Test Test Test Test Test Test Test |

Figure 12 - Add a signed document

If the document intended only as an attachment to the submission, upload the document only in the "Attachments" section (Figure 13).

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Figure 13 - Add attachment

**Step 7 -** If the document is successfully loaded, the information "Signed" will be displayed in a green box and also the option "Signature detail" (Fig. 14). In the signature detail, check whether the document is actually validly signed by the person (Figure 6, 7, 8). If the document load ends with an error, it may be because, for example, the file was not signed by a supported signature format.
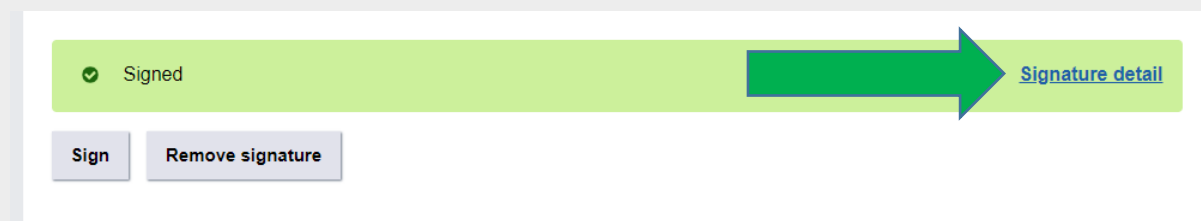


Figure 14 – Signature detail

**Step 8 -** If necessary, you can move the signed document for signature via the "Sign by more persons" button, send it in the same way as below to other persons who do not have electronic mailbox or click "Send" directly if the submission contains all necessary signatures (Figure 15).
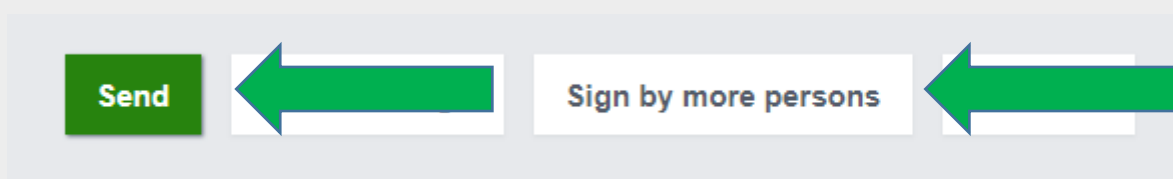


Figure 15 – "Sign by more persons" and "Send" buttons