DIGITAL SIGNING INSTRUCTIONS

ON YOUR COMPUTER

- Download the software from id.ee
- An **ID-card reader is needed** to sign the contract using an ID-card or TRP.
- Log into E-kyla.
- Open "Contracts" from the left side menu and then click on the "Contract ID".

E-I	<yla< th=""><th></th><th></th><th></th><th></th><th>TARTU</th><th>ÜLIÕPILASKÜLA</th></yla<>					TARTU	ÜLIÕPILASKÜLA
	User name	Contra	cts list	□ Show all			
Applications	Contract ID	Apartment	Start date	Contract valid until	Contract end date	Apartment form returned	Deposit payment date
Contracts	9850	Narva mnt 89	22.02.2024	30.06.2024			
Messages	\smile						
Tenant invoices							

• Under **"Contract related files"** you can find the contract container already signed by the client manager. Click on the file name to download the file container.

File	Content type and digital signatures	Sign due date / Signed	Digital signature
9511.ASICE	application/vnd.etsi.asic-e+zip ok Signed: 27.02.2024 15:42:21	03.03.2024 /	Add signature

• Open the container on your computer.

9511.ASICE					- 0	×
DIGIDOC	🖭 ID-card in reader				(?) {} Help Setting	gs
A	Container: C:\Users\Karen\Downloads\9511.ASICE					
SIGNATURE	Container files	2 🛞		Container signatu	ires	
ទា	Üürilepingu_lisad_2023_24.pdf	۲	2	Signature is valid Signed on 27. February 2024 at 15:42	0	×
CRYPTO	Leping_9511_20240101.PDF	۲				
오= My eID						
					SIGN WITH	
	← START	ENCRYPT	SAVE AS	SEND WITH E-MAIL	ID-CARD	^

• Add your signature to the container either with an ID-card or with a Smart-ID.

9511.ASICE					- 0 ×
igidoc	E ID-card in reader				⑦ 《아 Help Settings
A	Container: C:\Users\Karen\Downloads\9511.ASICE				
SIGNATURE	Container files	2 使		Container signatures	
(ଚ)	Üürilepingu_lisad_2023_24.pdf	۲	2	Signature is valid Signed on 27. February 2024 at 15:42	\otimes
CRYPTO	Leping_9511_20240101.PDF	۲			
오= My elD					
				SIGN	WITH
Ver. 4.4.0.4447	← START	ENCRYPT	SAVE AS	SEND WITH E-MAIL	ARD ^

• Send the container with both signatures to the Student Village's email info@campus.ee.